



**Town of Billerica
Job Vacancy**

Title: Assistant Library Director
Date: December 12, 2024

Grade Level: BPAA, Grade 7
Department: Library

Job Description: The Town of Billerica seeks an innovative and energetic individual to fill the position of Assistant Library Director. This highly visible position assists the Library Director in administrating and evaluating all library functions and services, including budget and personnel management, setting goals and objectives, scheduling all personnel, overseeing volunteers, and liaising with the Town's Facilities Department.

Additionally, the Assistant Library Director oversees adult programming, serves as the Head of the Reference Department and ensures that the department effectively meets the community's information and technical support needs.

Qualifications: A Master's Degree in Library Science in a program accredited by the American Library Association and a minimum of 3 years of supervisory and professional experience.

Salary: \$89,559.02 - \$105,821.51, depending on qualifications and an excellent benefits package, including participation in the retirement system.

Schedule: 37.5-hour work week. Mondays, Wednesdays, and Thursdays, 9am-5pm; Tuesdays, 1pm-9pm; and alternating Fridays and Saturdays, 9am-5pm. One Sunday per month from 1pm-5pm is also required.

Apply to:

Joe St. Germain, Library Director
Billerica Public Library
15 Concord Road
Billerica, MA 01821
istgermain@billericalibrary.org

Please include cover letter, resume and three references (PDF format preferred if submitting electronically).

Available: Immediately.

Deadline for applications: December 27, 2024 at 4:00pm

The Town of Billerica is an Affirmative Action/Equal Opportunity Employer