



**Town of Billerica
Job Vacancy**

Title: Supervisor of Circulation
Date: January 27, 2025

Grade Level: Librarian I
Department: Library

Job Description: Due to a promotion, the Town of Billerica seeks an innovative and energetic individual to fill the position of Supervisor of Circulation. This highly visible position manages the operations of the Library's busy Circulation Desk and main floor, including supervising Circulation Assistants and Library Pages, overseeing interlibrary loan services, ensuring accuracy and confidentiality of the patron database, participating in homebound delivery services, and contributing to the Library's marketing and display activities.

Additionally, the Supervisor of Circulation ensures all stacks are well maintained and organized, participates in outreach initiatives, and supports collection development and readers advisory activities.

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

Salary: \$1,325.39 - \$1,811.29 per week, depending on qualifications and an excellent benefits package, including participation in the retirement system.

Schedule: 37.5-hour work week. Mondays, Tuesdays, and Thursdays, 9am-5pm; Wednesdays, 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
jstgermain@billericalibrary.org

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

Available: Immediately.

Deadline for applications: February 11, 2025 at 4:00 pm

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