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TOWN of NORTH READING

Massachusetts

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Human Resources

**Alyson Olsen
Administrator**

TOWN CLERK
NORTH READING, MA
TOWN OF NORTH READING
JOB OPENING

The Town of North Reading is currently accepting applications for an Assistant Library Director position available at the Flint Memorial Library.

Assistant Director for a vibrant, municipal library; 35 hours per week including one evening per week and one Saturday per month.

Under general supervision of the Director, The Assistant Director performs managerial duties related to personnel, library operations and technical services.

Specific Duties:

- With the Director and other staff members, promotes and markets the library.
- Actively participates in strategic planning, budgeting, policy formulation and adult programming.
- Oversees Technical Services Department. Trains and supervises part-time staff in the processing of materials in a variety of formats.
- Participates in collection development and coordinates special projects and displays regarding the collection.
- Works with the town's Information Technology Department, to help maintain staff and public PCs.
- Works with Director to develop a long-range technology plan.
- Coordinates with Department Heads to ensure high quality service in all departments. Fills in as needed at the Reference Desk and both Circulation Desks
- Acts as official liaison to the Friends of the Library.
- Compiles monthly usage statistics.

Substitutes for the Director in his/her absence

A Master's Degree in Library Science from an accredited college or university and three year's library administrative experience. The successful candidate will have excellent oral and written communication skills. Demonstrated ability to relate to patrons and staff with a friendly, courteous and professional manner required. Salary (\$49,000 - \$56,000) commensurate with experience.

If you are interested in this position, please submit your resume/application by October 28, 2015.

aolsen@northreadingma.gov

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