



**Position Title:** Head of Children's and Teen Services  
**Department:** Library  
**Reports to:** Sharon Kelleher, Library Director  
**Hours:** Full-time (35) hours  
**Date:** July 26, 2021  
**Salary:** \$47,963 - \$53,948

---

The town of North Reading is seeking an enthusiastic, energetic professional for the position of Head of Children's and Teen Services. This position is responsible for a broad range of youth library services, including programming, social media, materials selection, and outreach to schools and the community.

**Supervisory Responsibility:** Works under the general direction of the Director and Assistant Director. Oversees the supervision of part-time staff and volunteers directly associated with youth services. Provides leadership in defining goals and objectives for youth services that reflect the library's mission.

**Requirements Include:**

- Demonstrated ability to create and facilitate innovative programs which meet the developmental and enrichment needs of children and their families.
- Must have excellent computer skills, including the ability to help patrons use the library's digital resources on a wide variety of electronic devices.
- Ability and enthusiasm in building a social media presence to promote library services.
- Participates in direct library outreach to schools and other community groups.
- Ability to design effective print materials to publicize Library resources, services and programs.
- Strong customer service skills and knowledge of children's and young adult literature, as well as internet and technology literacy is required.
- Responsible for ordering materials and maintaining an inclusive and inviting collection.
- Provides monthly and annual statistics on use of resources, program attendance and expenditures to the Library Director.
- Staffs the Children's desk on a regular schedule, and covers other public desks as assigned.
- Maintains working knowledge of contemporary trends and technology in the library profession by attending workshops and professional meetings.
- Seeks grant opportunities for additional funding to enhance programs and services.
- Performs all other library work and participates in special library projects as requested.

This is a full-time position (35 hours/week). Hours include one evening per week and every fourth Saturday (September-May). This is a bargaining unit position.

**Education and Experience:**

ALA-accredited MLS degree or M.Ed with library experience. Minimum 3 years' experience working with children and young adults.

Qualified candidates who fit the description above are requested to submit an application/resume to the Human Resources Department [jobs2@northreadingma.gov](mailto:jobs2@northreadingma.gov) or to the Town Hall, 235 North Street, North Reading, MA 01864

July 27, 2021

