



## **Assistant Library Director**

### **Position Overview:**

Assist the Library Director in the planning, organization, supervision, development and administration of all library service. Assist in evaluation and assessment of overall library functions, including the implementation of new service objectives and programs.

### **Job Responsibilities:**

- Working knowledge of library hardware and software operations including spreadsheet and word processing applications.
- Develop and implements special projects including grant development, preparation, submission, and administration.
- Maintain and reports library circulation statistics.
- Manage museum passes and annual periodicals order.
- Develop, plan, and implements all aspects of young adult services.
- Oversee the acquisitions, collection development, maintenance, organization, and operation of the teen room and collection including print and digital materials.
- Develop and implement goals, policies, and procedures related to young adult services.
- Serve as the outreach liaison between the library and local area middle and high schools.
- Recruit, train, and supervise teen volunteers.

### **Requirements:**

- Master's Degree in Library Science preferred or related experience
- 3 - 5 years of experience in public library service, preferably at a supervisory level
- Must obtain a Massachusetts Board of Library Commissioners' certification.
- Prior personnel administration, fund accounting, payroll collection experience desired.
- Hours can be varied and include evening and Saturday hours. Good physical stamina is required.
- Up to two-thirds of the time is spent standing, walking or sitting
- Frequently required to lift 10 pounds and occasionally up to 30 pounds.

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