



Description:

The Goodnow Library in Sudbury is seeking an enthusiastic, Head of Reference Services with the interest and ability to translate the needs and interests of the community into effective library services and programs.

Duties:

Under the supervision of the Director, the Head of Reference will be responsible for the following:

- Supervising five professional reference staff.
- Performing a wide variety of information and reference services; developing and conducting programs; instructing customers in the use of library resources and technology; and assisting with collection development.
- Planning and leading the implementation of programs and classes in technology skill-building, lifelong learning, educational support or workforce development.
- Participating in Reader's Advisory services, including creating book display and lists.
- Overseeing the library's art exhibit program and museum pass programs.

Qualifications:

- Master's Degree in Library Science from an A.L.A.-accredited institution;
- Three years progressively responsible library experience including supervisory experience; or any equivalent combination of education and experience which provides the requisite knowledge, skills, and abilities for this job;
- Experience with adult programming; collection development and database maintenance experience;
- Dedication to providing quality customer service;
- Ability to plan, carry out and evaluate programs and develop new services;
- Excellent problem-solving skills and decision-making skills;
- Enthusiastic and flexible in trying new approaches;
- Knowledge of standard technologies, online resources and office software;
- And the ability to learn and apply latest trends in technology and library services.

This position is full time (35 hours/week), which includes evenings and weekends.

A CORI will be required for the successful candidate.

Salary: Starts at \$49,813 in eight steps. Full benefits.

Closing Date: July 31, 2018

How to Apply: Please Submit Cover Letter & Resume to: Esmé Green, Library Director via email:

greenes@sudbury.ma.us

The Town of Sudbury is an affirmative action/equal opportunity employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.