



## **ASSISTANT HEAD OF CHILDREN'S SERVICES**

### **Description:**

The Goodnow Library is seeking a dynamic and energetic individual who can provide a warm and welcoming atmosphere for children and families. Under the supervision of the Head of Children's Services the Assistant Head of Children's Services will play a vital role in the development and implementation of outstanding Library programs and services for children. The ideal candidate will be dedicated to the promotion of early literacy and demonstrate a strong passion for collection development. A positive attitude, flexibility, and desire to learn are essential.

### **Qualifications:**

- Ability to effectively communicate with patrons and staff, and present ideas or questions in a clear manner
- Ability to multi-task in a fast-paced environment
- Maintains organized files and completes assignments and deadlines
- Ability to resolve conflicts and make decisions
- Facility with on-line searching, including catalog, databases, and web
- Working knowledge of current and emerging technologies, including Microsoft Word & Excel
- Comfortable using social media to promote the Library, including Facebook, Twitter, & Pinterest

### **Education & Experience:**

Master's Degree in Library Science or enrollment in a L.S. graduate program from an accredited institution. One to two years working with children in a Library setting preferred. Applicants adept at providing reader's advisory services to school age children and experience running music and movement programs for infants and toddlers will be given greater consideration.

### **General Duties:**

The Assistant Head of Children's Services will provide a wide range of Library services for children, families, caregivers, and educators. Daily responsibilities include reference and readers' advisory services, the development and implementation of programs, and the coordination of departmental volunteers. The Assistant Head of Children's Services will actively participate in the advancement of services through a wide variety of marketing efforts, including newsletters, email blasts, print and electronic handouts, and social media.

### **Additional Responsibilities:**

- Work closely with supervisors and staff to design a creative and educational summer reading program
- Enhance the appearance and visibility of the collection through imaginative and colorful displays
- Participate in community outreach, including school visits
- Provide support and training for staff and volunteers
- Work to improve the efficiency and organization of the children's department
- Assist with the identification of materials that will support the needs and interest of the community
- Assist with staff scheduling, policies & procedures, and program statistics
- Participate in Short & Long Term Planning
- Handles daily operations of the Children's Room and acts as supervisor when the Head of Children's Services is not available
- Available to work an occasional evening and one Saturday a month.

**Salary:** starting at \$46,163 in eight steps. Full benefits.

**Closing Date:** January 4, 2019

**How to Apply:** Please Submit Cover Letter & Resume to: Esmé Green, Library Director via email: [greene@sudbury.ma.us](mailto:greene@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.