

Notice of Open Position

Position: Assistant Library Director

Department: Burlington Public Library

The Burlington Public Library seeks a dynamic, energetic, creative, and innovative individual to assist the Library Director in making the library a warm and welcoming place. The Assistant Library Director will be responsible for collection development for the adult collection, cataloging, supervising assigned staff, planning and marketing programs, technology, web site maintenance, along with a strong commitment to customer service. Master's degree in library science from an accredited American Library Association institution with three to five years of public library experience is required. One to three years of supervisory experience is preferred. This is a full time (37.5 hours) position and includes a comprehensive Town benefits package. Salary range is \$45,000 to \$47,121 depending on experience.

- Assists in planning, implementing and evaluating library services; responsible for collection, development and maintenance of library materials.
- Schedules and supervises the library staff and substitutes for the Director in his/her absence.
- Performs marketing duties including, but not limited to preparing press releases, flyers and newsletter content; develop, produce and promote public information materials.
- Provides expertise in the development, implementation, maintenance and use of technology by library staff and the public.
- Manages the library automation system Sierra (Innovative Interfaces, Inc.) and coordinates with the consortium, Library Connection, with regards to this system.
- Manages web-based services and electronic resources; maintain the library's website and social media.

The Assistant Library Director's Qualifications:

- Masters' Degree in library science from a school accredited by the American Library Association is required.
- Three to five years of increasingly responsible leadership experience in the public library profession with a municipality required.
- One to three years of supervisory experience is preferred.
- Knowledge of the principles, practices and techniques of modern library operation and administration is required.
- Thorough knowledge of and background in various types of informational materials in various formats is required.
- Solid working knowledge of all MS Office suite software is required; solid working knowledge with WordPress is required.

Employment applications may be obtained at Town Hall. Interested candidates should submit a cover letter, resume and application to: Burlington Town Hall, First Selectmen's Office, 200 Spielman Highway, Burlington, CT. 06013 until the position is filled. The email address is selectmensoffice@burlingtonct.us EOE/M-F/AA.