

Middleborough Public Library

102 North Main Street | Middleborough, MA 02346 | (508) 946-2470

POSITION: Assistant Library Director, Middleborough Public Library

The Middleborough Public Library is seeking a full-time Assistant Library Director. The Assistant Library Director should be collaborative, self-starting, innovative, and passionate about public libraries. We are not looking for the perfect candidate, but the right candidate. If you are motivated to learn, ask why when others simply coalesce, and understand how you say something matters, we would like to talk with you.

The Middleborough Public Library has just installed a new wireless network and a server to manage our public reservation and printing systems. All of our staff and public computers have been or are in the process of being upgraded to Windows 10 and Office 2019. The Middleborough Public Library is committed to investing in technology to ensure our citizens have access to the technology and the internet which today's world requires. Further, we are seeking to leverage web and software solutions to improve internal and external workflows such as staff scheduling. The Library recently has started to digitize our local newspapers, high school yearbooks, and town reports with a vision of creating a digital library of local resources and artifacts. Are you interested?

This position manages the day-to-day administrative and technology functions of the Library. The Assistant Library Director is primarily responsible for staff scheduling, payroll, public and staff computing, and the Library's networks. The Assistant Director also works the circulation desk and assists with reference inquiries and reader's advisory as needed.

The complete job description is available via <https://bit.ly/2RcUKdf>.

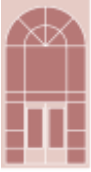
QUALIFICATIONS:

Master's Degree in Library Science and three (3) years of public library experience OR a Bachelor's Degree in Computer Science or equivalent degree.

A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.

Specialized training in personal computer and network technology; hands-on experience in the design, maintenance and repair of personal computer networks including hardware, software, and peripherals; experience in user training and implementing web-based technology. Knowledge of library technology needs, such as PC Reservation, Deep Freeze, and LPT One, and experience in a library setting is strongly desired. Experience with library automation systems is a plus.

FULL/PART TIME: Full Time



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EDUCATION: MLS/Masters; BA/BS in Computer Science or equivalent degree

HOURLY RANGE: \$26.45 to \$39.38 per hour, based on qualifications and experience

BENEFITS: This is a 36.25 hours per week, union position with competitive benefits.

CLOSING DATE: October 2, 2020, 2 pm EST

HOW TO APPLY: Qualified applicants should submit a résumé, three (3) references, and a cover letter with salary expectations. Incomplete applications will be cause for rejection. Application materials can be hand delivered, emailed to midadmin@sailsinc.org, or mailed to:

Middleborough Public Library
Attn: Library Director
102 North Main Street
Middleborough Public Library

As a condition of employment, the employee must complete CORI and SORI examinations.

The Town of Middleborough is an Equal Opportunity/Affirmative Action Employer.