



SOUTHBOROUGH LIBRARY

August 31st, 2021

Job Opening

Department: Library

Youth Services Position

No. of Open Positions: 1

Southborough, MA – Under the direction of the Library Director and Assistant Library Director, the children's librarian performs basic-to-moderate library services and professional work at the circulation desk. This librarian will take the lead on young adult services for ages 12-19, including teen programming, teen services, and staffing of the library's new Teen Room. Will assist in the Children's Room with children's services and programs as needed. Public relations experience, as well as proven written and verbal communication and superior customer service skills are essential. Organizational, procedural and public relations proficiency, and an ability to develop and maintain a rapport with the public, as well as an ability to supervise and secure the cooperation of the library staff are desired. Provides public service assistance, shelving of library materials, administrative assistance, execute library programs, empties outdoor book drop, and fulfills other duties as needed. 40 hours/weekly, required evening and weekend hours.

Requires a Master's Degree in a field commensurate with library science, i.e. education, English, literature, or related field and a Master's Degree in Library Science, both from an accredited ALA college or university is preferred; two- (2) to three- (3) years of experience working with children and young adults; or any combination of education and experience. [Please click here to view full position description on the library's website.](#) This position is in Schedule A, Grade 5 of the Town of Southborough Salary Administration Plan (SAP). Pay range from the minimum to the midpoint is \$26.07 - \$30.63 per hour.

Please submit a cover letter, resume, and professional references to Ryan Donovan, Library Director, Southborough Library, 25 Main Street, Southborough, MA 01772 or rdonovan@southboroughma.com. Resumes received by September 14, 2021 will receive preference. This is a 40 hour per week position with full benefits. The Town of Southborough encourages applicants of all backgrounds and abilities to apply. EOE/AA.