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Town of Sterling
4 Meetinghouse Hill Road
Sterling, MA 01564
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The Conant Public Library, Town of Sterling, is accepting applications for the position of Assistant Library Director, approximately 35 hours per week. The Assistant Director provides administrative support to the library director in planning, implementing and managing library services overall and supervises programs and operations of youth services at the library. In the absence of the director, the assistant director is responsible for overseeing the operation of the library including the supervision of department staff in accordance with policies established by the Library Board of Trustees. The candidate will also directly provide services to the public, as necessary. Working familiarity with Evergreen software and experience with electronic delivery of library services is a plus.

Minimum education and experience: Bachelor's Degree with course work in children's literature or a related field; three to five years' work experience, preferably in a municipal library setting with at least one year in a supervisory capacity; or an equivalent combination of education and experience.

The hourly rate range for the position overall is \$18.86 to 26.40. The hiring range is from \$18.86 to \$23.43 depending on qualifications and experience. It is the intent of the library to fill the position no later than August 10. Send cover letter and resume to Library Director, 4 Meetinghouse Hill Road, Sterling, MA or email to conantpl@cwmares.org.
EEO/AA