

Mattapoissett Free Public Library

P. O. Box 475  
7 Barstow Street  
Mattapoissett, MA 02739

11/4/21

**Children's Librarian/Assistant Director**

The Town of Mattapoissett seeks a community-focused, energetic professional for the position of Children's Librarian/Assistant Director at the busy Mattapoissett Free Public Library. This individual will lead the public service team in the children's department and will assist the Library Director in the daily operations of the library.

In the absence of the Library Director, the person in this position is responsible for the operation of the Library and the supervision of the staff in accordance with policies established by the Town of Mattapoissett and the Library Board of Trustees. The incumbent may assist the Library Director with tasks related to budgeting, payroll, reporting, technical and computer operations, training, facilities management, and safety.

As Children's Librarian, this person will be responsible for providing innovative library service to children of all ages and their families. Duties include, but are not limited to, program development, story times, collection development and maintenance, promoting the activities and services of the department, supervision of staff and volunteers, and development and management of the summer reading program. The Children's Librarian will manage the resources in the department and assist the Library Director with department budget preparation and grant writing.

Qualification: Master's Degree in Library Science from an ALA-accredited institution; at least two year's work experience in a public library; and the skills and abilities required to perform the functions of the position, including experience with Microsoft Office and library automated systems, preferably SirsiDynix products such as Workflows and Enterprise. Facility with social media is required. Thorough knowledge of infant, children's and young adult literature and related materials is a necessary. Must be creative, adaptable, and energetic, and demonstrate excellent interpersonal skills, particularly with children and families. An interest in evolving technologies is also needed.

This is a full-time, 35-hour per week, permanent position with benefits offered through the Town of Mattapoissett. One evening per week and Saturdays are required. A detailed job description is available from Jennifer Jones, Library Director [jjones@sailsinc.org](mailto:jjones@sailsinc.org)

Please submit a cover letter, resume, and three references to the Library Director via [jjones@sailsinc.org](mailto:jjones@sailsinc.org) or to the Mattapoissett Free Public Library, P. O. Box 475, Mattapoissett, MA 02729. Three references that can attest to the candidate's experience in libraries serving children and families, and excellent interpersonal skills are required.

Starting Salary Range: \$27.92 to \$29.42 per hour

Candidates must complete a physical examination, drug screening, and a successful CORI.

Applications will be accepted until the position is filled.