



Joseph C. Sullivan, Mayor

**Human Resources Department**

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**JOB POSTING**

**JOB TITLE:** Assistant Library Director  
**UNION:** BPMA  
**LOCATION:** Thayer Public Library  
**DATE AVAILABLE:** ASAP  
**SALARY:** M12 – \$57,072.00 – \$66,961.84

**QUALIFICATIONS:**

Master's Degree in Library and Information Science. Five (5) years of relevant professional experience at progressively responsible levels, including three (3) years experience in a supervisory position. General automation experience with local area networks, library network circulation systems, the Internet, hardware/software applications, CD-ROM products and vendors.

**RESPONSIBILITIES:**

Please see attached job description for complete details.

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**POSTING DATES:** December 15, 2011 – December 22, 2011

Applicants may submit a cover letter and resume to the following address:

Human Resources Department  
Town of Braintree  
1 JFK Memorial Drive  
Braintree, MA 02184

Town of Braintree is an Equal Opportunity Employer

Date Approved: ATM 5/2006  
Grade: M-12  
Union: B.P.M.A.  
Apptg. Authority: Library  
Board of Trustees

**ASSISTANT LIBRARY DIRECTOR**

**NATURE OF WORK:**

Assist the Library Director in administrative, professional and supervisory duties.

**SUPERVISION:**

Works under the direct supervision of the Library Director.

**JOB ENVIRONMENT:**

Most work is performed in typical library conditions. Some work is also required in wiring closets, mechanical rooms and similar areas. The noise level in the work environment is sometimes high. Occasional lifting and carrying of library materials and equipment up to 25 pounds is required.

**ESSENTIAL FUNCTIONS:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance.)*

- Assumes the authority, responsibility and accountability for all areas of the Library when the Director is absent.
- Manages the day-to-day operation of the physical plant with the Director and oversees the security of the building.
- Directly supervises all employees within the Technical Services Department including the Technical Services Librarian. Oversee the management of staff and the operations of other library departments as assigned.

- Responsible for planning, organizing, operating and managing technology-driven resources and automation in all library operations, including all software and hardware acquisition, education and maintenance.
- Oversees all levels of automation in the main library, particularly the Old Colony Library Network (OCLN), a local area network and all independent computer functions.
- Plans, provides and supervises staff training in operating automated library functions. Plans, oversees and participates in a technology training program for patrons. Prepares documentation and instructional materials as needed.
- Prepares, implements and updates the library's Long Range Technology Plan.
- Identifies capital needs in technology; coordinates funding requests; oversees implementation and execution once funded.
- Oversees preventive maintenance, security, backup and disaster recovery procedures for all staff and public workstations. Arranges for maintenance and repair of hardware.
- Maintains and manages the library web site.
- Participates in professional organizations, attends workshops/seminars and serves on appropriate OCLN committees.
- Attends Library Board meetings as required.
- Provides coverage in other departments as needed. Performs other duties as assigned by the Library Director.
- Regular and predictable attendance.

**KNOWLEDGE, SKILLS AND ABILITY:**

**Knowledge:** Knowledge of the principles and practices involved in the organization and operation of a public library. Knowledge of Microsoft Windows and NT operating systems software, Microsoft applications programs and the Internet preferred. Experience with networking protocols preferred.

**Skills:** Strong communication, team-building and training skills. Strong oral, written, interpersonal and technical skills.

**Ability:** Ability to load/troubleshoot software, provide equipment maintenance and produce written documentation. Ability to supervise professional and non-professional staff and interact effectively with patrons.

**REQUIRED QUALIFICATIONS:**

Master's Degree in Library and Information Science. Five (5) years of relevant professional experience at progressively responsible levels, including three (3) years experience in a supervisory position. General automation experience with local area networks, library network circulation systems, the Internet, hardware/software applications, CD-ROM products and vendors.