

Library Director, Reuben Hoar Library, Littleton, MA

January 26th, 2010

The Trustees of the Reuben Hoar Library located in Littleton, MA – a small community of 9,000 located 30 miles outside of Boston -- seek a Library Director who will exercise overall administrative and operational management of the RHL.

Duties: Oversee a highly dedicated, cooperative, and competent library staff and group of volunteers while maintaining high levels of service excellence.

The Director must have excellent customer service and public relation skills with the ability to work effectively with the Library Board, library fundraising groups, and a variety of local government and other community agencies and organizations.

The Director must prepare and monitor the library budget, oversee payroll, review payment of bills, plan and supervise the operations of library programs, develop and enforce procedures, oversee and monitor staff, assign personnel and develop work schedules and other related work as required.

Qualifications: A master's degree in Library Science from an ALA accredited program and a minimum of five years experience as library director or assistant director is required.

Essential attributes include: collaborative and consensus building skills; proven success working effectively with policy-making board members, a Friends' organization and municipal officials; the ability to work with a proven and experienced staff; superior written and oral communication abilities; demonstrated success in effectively promoting library service to the community; political acumen; and fluency in emerging technologies.

Knowledge of library expansion and building processes is preferred. Reader's Advisory experience, familiarity with grant proposals and an interest in genealogy is a plus.

Work with energy, enthusiasm, and creativity to make the Reuben Hoar Library a vital, relevant, and exciting place to learn and grow.

Salary: high-50s to low 60s, commensurate with experience

Position starts: April, 2010

Resumes will be accepted until February 26th, 2010

Send resume and cover letter to:

RHL Search Committee
Reuben Hoar Library
41 Shattuck Street
Littleton, MA 01460

Or email resume and cover letter to:

RHLSearchCommittee@gmail.com

The Town of Littleton is an equal opportunity employer.