



ASSISTANT DIRECTOR/ADULT SERVICES & REFERENCE LIBRARIAN

JOIN OUR TEAM!

The Town of Brewster seeks a qualified professional to serve as the Town's Assistant Director/Adult Services & Reference Librarian for the Brewster Ladies Library. This is a department head position that performs skilled administrative, direct service, and professional library work in planning, directing, and conducting the activities of the library services related to Adult Services and serves as the Assistant Library Director.

The Assistant Director duties include but are not limited to assisting the Director with the management of the facility; manage the scheduling and use of the public meeting rooms, including meeting room set up, and provides information on meetings and events for the library and outside groups. The Adult Services & Reference Librarian duties include, performs collection development services, select and purchase adult fiction and nonfiction, maintain existing collection to ensure it is current and balanced, withdraw titles from collection when needed; plan, organize, and implement adult programming. **Is this the job for you?** [Click here for the full job description and more information on the skills and knowledge needed to be a successful candidate.](#)

Master's degree in library and information science or similar field and a minimum of five years of progressively responsible library experience; or an equivalent combination of education, training, and experience.

This is a full-time 37.5 hour a week position, covered under the SEIU bargaining agreement, with a starting pay rate of \$32.44 - \$35.44 per hour, depending on qualifications and experience. Excellent benefits package, include paid time off, health insurance, and pension benefits. Please send cover letter, resume, and Town employment application to Human Resources at employment@brewster-ma.gov Position open until filled with a priority deadline of 11.17.23. EEO/AA