



**NOTICE OF VACANCY
December 7, 2015**

POSITION: Assistant Supervisor of Branch Services

DEPARTMENT: Library

SALARY: \$44,840 - \$57,005

HOURS: 37 1/2 Hours – One Evening and Friday/Saturday Rotation Required.

Organizational Scope:

Works under the direction of the Branch Librarian and the Director of Libraries. Performs responsible and complex professional library duties in assisting the Branch Librarian and the Director in the administration of the Branch. Frequent contact with the public and other Town departments requires the use of tact and diplomacy.

Major Responsibilities:

Provides positive public service. Is familiar with the overall operation of the Branch; assumes duties of the Branch Librarian in his/her absence. Provides guidance to patrons requesting information at the library. Helps select reference material in conjunction with the Branch Librarian and the Supervisor of Information and Research Services. Coordinates Young Adult collections and programs at the Branch with Young Adult Librarian. Performs other collection duties as required. In the absence of the Branch Librarian, is responsible for organizing and supervising the maintenance of the facility. Has responsibility to resolve patron public service problems. Troubleshoots and performs routine maintenance on the branch's technology in conjunction with the Branch Librarian and main library staff. Supervises designated branch employees. May participate in outreach activities. May manage programs held at the branch. Manages special projects as required. Uses library's automated systems as necessary. Performs other related duties as required or directed.

Job Qualifications:

Must hold a Bachelor's Degree from a degree-granting institution and a Master's Degree in Library Science from an ALA accredited school. Minimum of two (2) years of progressively responsible library administrative experience, one (1) of which shall have been in a supervisory capacity is required. The ability to communicate effectively in both written and verbal form is required. A knowledge of the use of statistics and other business data, as applied to library analysis, and recent experience with the implementation and application of library automation are required.

Physical Requirements:

Employee must be capable of operating miscellaneous tools and office equipment relative to this position which shall include, but may not be limited to: computers, copiers, fax machines, and calculators. Time spent standing, walking, and sitting. Lifting, pushing/pulling, or carrying of objects weighing up to 10 pounds with occasionally a maximum of 40 pounds. Climbing, stooping, kneeling, crouching, crawling, twisting, bending, and squatting. Repetitive movements of the hands.

Work Environment:

Work is performed primarily in an office environment with normal office noise and traffic.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.