TOWN OF FRAMINGHAM
MASSACHUSETTS

RFP #15-46
Posted on:12/04/2014

NOTICE OF VACANCY
December 4, 2014

POSITION: **Assistant Supervisor, Children's Services L-11**

DEPARTMENT: **Library**

SALARY: **$22.76 - $28.94 per hour**

HOURS: **37.5 hours per week, some evenings and alternate Saturdays**

Organizational Scope:

Works under the direction of the Supervisor of Children's Services. Frequent contact with the public and other Library and Town employees requires the exercise of tact, diplomacy and flexibility. Good rapport with children is essential.

Major Responsibilities:

Provides positive public service. Works at the Main Library under the direction of the Supervisor of Children's Services, and supervises the department in his/her absence. Assists with selection and maintenance of materials for children pre-school through grade 6. Responsible for collection development in various subject areas. Assists Supervisor in formulation of policies and procedures in Children's Department. Works with Children's Department staff to plan and supervise programs.

Provides expert guidance, using print and automated sources, to children and adults requesting information in the Children's Room. Updates, retrieves and interprets data in the Library's automated systems. Participates in writing and administering outreach, programming, and community services grant proposals. Collaborates with Framingham School Department on curriculum and homework support; helps insure student success through Summer Reading Program. Promotes Library use through book talks, story times, booklists, department tours and orientations, school visits and other outreach activities. Responsible for keeping current with developing technology as it relates to children's services. Promotes the department by maintaining a social media presence. Prepares and conducts story hours and programs. Plans, sets up, and maintains materials displays.

Performs a variety of circulation duties, including patron registration, checking in and checking out Library materials, collecting overdue fines, and placing reserves. Troubleshoots Library's automated equipment. Provides supervision and training to other staff, and performs other tasks as required.

Job Qualifications:

- Master's Degree in Library Science.
- Coursework in children's services.
- One-year public service experience, library experience preferred.
- Ability to interact effectively with children of all ages is essential.
- Strong public service, organizational, computer, and public speaking skills.
- Supervisory experience; familiarity with collection development preferred.
- Ability to work under pressure.
- Tact, diplomacy, flexibility.
- Familiarity with Spanish or Portuguese desirable.

Physical Requirements:

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. Ability to move around the facility, walking, sitting, bending, climbing, kneeling, carrying and stooping; Ability to use hand and finger motion with enough manual dexterity to use computers and handle library items; Lift up to 25 pounds, or greater with assistance; and perform other efforts as identified with normal library work. Communicate effectively with others, orally and in writing.

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.