



**NOTICE OF VACANCY
May 31, 2016**

POSITION: Supervisor of Branch Services

DEPARTMENT: McAuliffe Branch Library

SALARY: \$54,504.32- \$69,288.96

HOURS: 37.5 hours per week, two evenings and Friday/Saturday rotation required

Organizational Scope: Works under the direction of the Director of Libraries and/or Assistant Director of Libraries. Administers the operation of a Branch Library. Frequent contact with the public and other Library and Town employees, and primary responsibility for resolution of patron public service problems requires the exercise of tact, diplomacy and flexibility.

Major Responsibilities: Provides positive public service. Responsible for all Branch Library operations, including circulation, reference, children's services, and programming. Notifies Director or Assistant Director of matters requiring his/her attention. Supervises, schedules, trains and evaluates all Branch personnel. Ensures provision of high-quality public service at the Branch in consultation with Branch staff, Department Heads, and Director and Assistant Director.

- Provides expert guidance, using print and automated sources, to patrons requesting information, thereby promoting increased use of library resources.
- Collaborates with Main Library Acquisitions staff in selecting current adult circulating materials. Maintains and develops existing adult collections and manages materials budget.
- Supervises programming and community spaces at the Branch and collaborates with Main Library staff in delivering quality and relevant community programming. Plans, sets up, and maintains materials display. Stays current with developing technology as related to circulation and reference services. May participate in outreach activities. Promotes library usage through community programming and interaction.
- Screens and interviews personnel to fill Branch Library vacancies.
- In consultation with Director or Assistant Director and branch staff, responsible for organizing, and supervising the maintenance of the physical facility and the resolution of patron public service problems. Troubleshoots and performs routine maintenance on the branch's automated equipment.
- As Department Head, participates in Department Head meetings and assists the Director in the formulation of policies and procedures. Participates in Minuteman Library Network or other committees. Performs other collection development duties as required. Updates, retrieves and interprets data in the library's automated systems. Prepares custom reports to facilitate maintenance of library collections. Responsible for special projects and other duties as assigned.

Job Qualifications: Master's Degree in Library Science.

- Three years public service experience.
- Three years of progressively responsible experience in professional library positions.
- One-year supervisory experience.
- Experience with automated library systems.

- Collection development experience preferred.
- Strong supervisory, public service, interpersonal, organizational, planning, problem solving, and public service skills.
- Ability to work under pressure.
- Computer skills.
- Tact, diplomacy, flexibility.
- Familiarity with Spanish or Portuguese desirable.

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. (extended periods) 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. 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.