

Internal  
JOB POSTING NOTICE  
TOWN OF WEYMOUTH  
Human Resource Department

**Position:** Director of Library Services

**Department:** Library

**Manager:** Ted Langill

**Starting Salary:** \$117, 731.65/annually  
Full range\$117,731.65-\$145,104.09

**Posting Date:** April 30, 2024

**Posting Close Date:** Open until filled

**Position Description:**

The town of Weymouth is seeking a proven, self-starting library professional who is driven to effectively lead a dynamic library system. We seek an innovative, collaborative, flexible, and service-oriented Director to lead the Weymouth Public Libraries, which includes our new \$33-million, 50,000-square-foot main library. Works under the direction of the Mayor and Chief of Staff. Establishes own work plan and priorities, using and/or modifying established procedures, to complete the work in accordance with established Town and departmental policies and standards. Performs professional library duties of a complex and responsible nature involving the administration of library operations. Leads and supervises a team of 20 full-time employees and 9 part-time employees. Responsible for leading and managing staff including staffing levels, assigning work and projects to staff, maintaining records, and overseeing and monitoring all operational schedules. Creates or revises library policies in collaboration with staff, trustees, patrons, or other town departments as needed. Leads staff in use of library data to improve library collections, programs, and services while creating efficiencies where applicable. Seeks innovative ways to collaborate with community groups and works with Friends, Foundation, and others for funding opportunities for robust programming. Leads efforts for library advocacy and engagement through community outreach and participation in community events and organizations

\*\*\*\*\*FULL DESCRIPTION CAN BE FOUND ONLINE AT\*\*\*\*\*  
<http://www.weymouth.ma.us/human-resources/pages/employment-opportunities>

**Minimum Qualifications:**

**Education and Experience**

Master's Degree in Library Science from an ALA-accredited school with ten years progressively responsible experience in professional library work; demonstrated successful supervisory experience required. Experience in library automation and networks, and library administration.

**Background Check:**

All candidates that are offered a position with the Town must successfully complete a background investigation, which may include a pre-employment physical, pre-placement drug test and a CORI/SORI search

The Town of Weymouth is an EEO/AA employer.