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Town of Avon
Massachusetts

Town Offices
Buckley Center 02322
(508) 588-0414
FAX (508) 559-0209

TOWN OF AVON
2016 OCT 12 AM 10:15
TOWN CLERK

Avon Public Library
Library Director Job Posting

The Library Board of Trustees is seeking a Director of the Avon Public Library to oversee and manage a wide spectrum of programs, services and resources for patrons of the Avon Public Library.

Duties include:

Works under the policy direction of the Board of Library Trustees and in accordance with the standards of the Massachusetts Board of Library Commissioners (MBLC) and the Massachusetts General Laws, with considerable latitude for independent judgment and action, interpretation of rules and procedures. Requires analysis of library problems and formulation of original and creative solutions for them.

General:

Oversees day-to-day operation of the Avon Public Library. Develops library policies, programs and procedures in conjunction with the Board of Library Trustees. Performs highly responsible work requiring frequent exercise of leadership, independent judgment, and initiative in planning, organizing, and managing the town's public library and in the development of library services to meet individual, community, and regional needs.

Managerial:

Supervises directly or through delegation all department employees 5 full time, 3 part-time, developing job direction, assigning tasks and instructions and monitoring and evaluating personnel performance.

Minimum Qualifications:

Bachelor's Degree from an accredited college (MBLC requirement). Master's Degree Preferred. Minimum of five (5) years of experience with exposure to all services areas including three (3) years in a responsible administrative position. Leadership ability and a high degree of motivation, initiative, and resourcefulness; ability to create budgets and manage finances; and ability to speak and write effectively and clearly.

Special Requirements:

Certification by the Massachusetts Board of Library Commissioners. (Requires successful completion of four (4) library science courses).

Selection Guidelines:

Formal application, rating of education and experience, oral interview, reference, credential and CORI check. Submission to the Town of Avon's Alcohol and Drug Testing Program.

Hours:

This position is a full time 35+ hours per week, salaried, benefitted position.

The town of Avon is an Affirmative Action, Equal Opportunity Employer.

Interested Applicants should submit a resume and cover letter to:
Town of Avon, Attn: Shanna M. Faro, Human Resources Coordinator, 65 E. Main St., Avon, MA 02322 or email at sfaro@avon-ma.gov by November 25, 2016.