



# Wethersfield LIBRARY

The Wethersfield Public Library is recruiting for the following position

## *Public Services Manager*

**Reports to:** Library Director

**Status:** Full time (35 hours)

**Schedule:** Flexible to include evenings and weekends

**Salary Range Begins:** \$64,664.71

**FLSA:** Exempt

**Union/Non Union:** Union

**External Posting Date:** Tuesday May 1, 2018

**External Closing Date:** Tuesday May 22, 2018

As the Public Services Manager you will draw on your expertise to lead a team of professional staff to provide outstanding service to the community of Wethersfield. We are looking for someone who not only is customer focused, forward-thinking, and collaborative but who also shows initiative and helps ensure the delivery of quality results.

Examples of duties include: supervision of department personnel; supervise and participate in the Adult and Teen department's collection development and maintenance as well as programming and outreach; provide direct public service to patrons; participate in the preparation of the annual budget and grant proposals; manage vendor relations; manage the interlibrary loan program; provide administrative oversight for the library's IT; act as liaison to community organizations, groups, and local businesses, and respond to patron needs.

This position requires an ALA Accredited Master's Degree in the Library Sciences and/or Information Sciences or Master's Degree in Education or Public Administration or equivalent. Three years of professional experience in a public library or similar setting demonstrating progressively responsible management experience, including supervision of staff. Strong knowledge of library related hardware, software, digital platforms, ILS, website, web and mobile applications, databases, and social media. A valid driver's license is required.

Visit <http://www.wethersfieldlibrary.org> for complete job description.

Please submit completed application, cover letter, resume, and three professional references, at least one from a direct supervisor, to: [jobs@wethersfieldlibrary.org](mailto:jobs@wethersfieldlibrary.org).

External Closing Date: Tuesday May 22, 2018. No phone calls please.

Successful candidate must pass an interview and/or written exam, physical, drug testing, and background check prior to employment.

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