



# Town of Chelmsford

## *Job Description for Reader Services and Programming Specialist*

<b>Position Title</b>	<b>Reader Services/ Programming Specialist</b>	<b>Grade Level</b>	<b>Union Tables: Specialist/ Specialist with MLS</b>
<b>Department</b>	<b>Library</b>	<b>Salary Range</b>	<b>\$25.74/hr – 42.85/hr DOQ</b>
<b>Reports to</b>	<b>Head of Reader Services and Adult Programming</b>	<b>Union / FLSA</b>	<b>MFT Local 3569, Unit B</b>
<b>Work Schedule</b>	<b>19 hours weekly</b>	<b>Date Prepared</b>	<b>1/13/2026</b>

### **Job purpose**

The Reader Services and Programming Specialist helps people discover books and media they'll enjoy, both in the library, in the community, and online. They create displays, share recommendations, and lead book groups and other programs for adults. The role also assists with building well-rounded, popular collections and stays in touch with what readers are excited about in today's culture. Along with reading focused activities, they also help plan and run a variety of library programs that bring the community together around different interests.

### **KEY RESPONSIBILITIES**

- Provides friendly, courteous, and accurate readers' advisory services both in person and through other service channels; staffs regular shifts at the Reader Services desk; assists with Pop-Up Library services through staffing and preparing materials and supplies
- Contributes to an inviting and supportive library environment
- Participates in planning and leading library programs and engagement activities, both on- and off-site
- Assists with collection development and maintenance; creates and maintains displays and reader advisory materials
- Supports daily operations of the library, including interpreting and explaining library policies and procedures to users
- Participates in regular team communication and planning to develop and improve reader advisory and programming services
- Maintains current knowledge of library and reading trends, new releases, genres, and other reader services essentials
- Engages in ongoing professional development and staff training
- Performs other duties as assigned

### **Qualifications**

- Master's degree in Library Science preferred. Other college degree with relevant experience considered
- At least one year of experience in a public library preferred, especially in reader and/or programming services
- Demonstrated commitment to library and public service

### **Skills, Knowledge and Abilities**

- Familiarity with new releases, genre trends, publishing news, and reading culture
- Adept at readers' advisory models to connect patrons with positive reading experiences
- Comfortable with using technology, including social media, to support reader advisory



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- Adept at using and understanding technology commonly used for productivity and communication
- Strong relationship-building skills with proven ability to build rapport, foster trust, and engage effectively with colleagues and members of the public at all levels
- Ability to work both independently and as part of a team, prioritize, manage multiple detailed tasks through frequent interruptions, and adapt to change
- Adept at interacting professionally and communicating effectively with colleagues, the public, and community stakeholders and resolving conflicts with diplomacy

### **Working conditions**

- Work sites include the Adams/Main Library, the MacKay branch library, and the mobile Pop-Up library, with occasional off-site assignments; assignments may require driving
- 19 hours weekly; work schedule may include regular evening and/or weekend shifts

### **Physical requirements**

- This position operates in a normal library environment and involves standing, walking, or sitting for extended periods, repetitive movements, and the ability to move between floors
- Moderate physical activity: transporting (lifting and carrying) materials in the library or for mobile services or off-site events, Pop-Up Library Truck opening/closing, stretching and bending
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position

### **Direct reports**

- This position reports to the Head of Reader Services and Adult Programming

### **Disclosure**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **EEO/AA**

It is the policy of the Town of Chelmsford not to discriminate against any employee because of age, race, color, religion, sex, marital status, sexual orientation, gender identity or expression, national origin, disability, pregnancy, veteran status or any other federally protected class.

Acknowledged by	Signature	Date Signed
<b>Employee</b>		
<b>Supervisor</b>		
<b>Town Manager</b>		