**Seeking a Head of Reference and Patron-Facing Technology**

The Chelmsford (MA) Public Library is looking for the right professional to lead a department of savvy, enthusiastic library professionals who are excited about new trends in librarianship. Our ideal Head of Reference will be outgoing, have diverse library experience, and enthusiasm for moving library services forward.

In this moment of change, we’re ready to reimagine reference and patron-facing technology and we’re looking for the person who will jump in and make things happen: from ideas to design to implementation. We need someone who is always thinking (whether about new technologies or the best user design for the library website) and wants to hear about what others are thinking too.

The successful department head will thrive on variety and challenges, make decisions with an eye to both the traditional and the innovative, and find collegial debate to be energizing and necessary for growth. We need someone who knows how to turn ideas into action and who is motivated to follow through; not only a collaborator, but a leader. Our new Head of Reference will want to be where the action is and involved in making it happen.

We’re looking for someone who is able to shift gears at any moment, filling in at a desk, advocating for the library on the spot, or solving a glitch in tech. You should thrive on brainstorming with other staff, interacting with the public, tracking down the answer to that tough patron question, and choosing the very best online and print resources for our residents. Not to mention keeping your game face after explaining the same tech skill multiple times. Someone talented enough to take on most anything – and teach the rest of us how.

We want to know about how you build and grow relationships with library colleagues, the public, Town employees and representatives, community partners, and volunteers. Show us your successful public engagement, website, and new service launches. Pitch us an exciting new program or service (and how you will lead staff to make it a reality)! We need a person who has a great track record managing and developing staff and themselves.

We’re looking for a well-read (-listened, and/or -watched) candidate who can’t resist recommending the right resource to the right person in the right moment. Someone who brings their best self to the detailed work of comprehensive collection development and to the expansive nature of mentoring other librarians. We also need someone organized, perceptive, and up-to-speed on current library and business trends. Basically, we want it all. Is that you?

Our Library and Community: A fun and rewarding place to work! We have highly engaged residents and Town counterparts who support the library in visible ways. Our staff, Trustees, and Friends are excited to turn new ideas into reality, and we’re not afraid to try things out. We have welcomed many vibrant new librarians in the past 4 years – their enthusiasm energizes us all. Be prepared for some friendly banter; we don’t take ourselves too seriously. We know you’ll want to join our team!

Job description attached for full scope of duties.

**Salary:** $57,591 to $81,853 in ten steps
**Education and Training:**

- Master’s degree in Library Science
- Minimum of three years of experience in a public library, preferably some in a Reference Department
- Two years of supervisory experience
- Experience with website management and CMS platforms

**Closing Date:** Open until filled

**How to Apply**

Please send cover letter and resume to Vickie Turcotte, Assistant Library Director at vturcotte@chelmsfordlibrary.org -- we’ll start reviewing resumes on December 7th and start interviewing on December 12th. This job includes health, dental and life insurance benefits and is represented by the Chelmsford Federation of Teachers, Local 3569. The Town of Chelmsford is an EEO/AA Employer.