

Seeking a Head of Reference and Information Services

The Chelmsford (MA) Public Library is looking for the right professional to lead a department of savvy, enthusiastic librarians who are excited about new trends in librarianship. We need someone organized, perceptive, well-read, and eager to recommend the right resource for any situation. Our ideal Head of Reference will have diverse library experience and enthusiasm for moving library services forward.

The successful department head will thrive on variety and challenges, be forward thinking, and enjoy building professional and public relationships. 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 be ready to adapt as patron needs change, discovering and instituting new resources and approaches.

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. Pitch us an exciting new program or service (and how you will lead staff to make it a reality)!

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 as other staff grew into new positions; we support professional growth and cultivate an environment of mentorship.

Please visit the Library website for the full job description.

Salary: \$60,801 to \$87,262 in ten steps

Schedule: 37.5 hours weekly in the library including one evening and one Saturday out of four.

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 programming, including off-site

Closing Date: Open until filled

How to Apply

Application Deadline: March 31, 2024; preference given to applications received by March 22, 2024. Please send cover letter and resume to Lesley Kimball, Library Director, at kimball@chelmsfordlibrary.org. Competitive benefits package 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. We encourage diverse candidates to apply.