



CITY OF WATERTOWN
PERSONNEL DEPARTMENT
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GAYLE M. SHATTUCK
Personnel Director

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VACANCY ANNOUNCEMENT

ASSISTANT LIBRARY DIRECTOR **WATERTOWN FREE PUBLIC LIBRARY**

The Watertown Free Public Library is seeking an innovative, creative, and effective librarian to fill the role of Assistant Director. Under the direction of the Library Director, the Assistant Director will perform supervisory, administrative and professional work to implement the goals and programs of the library and oversee daily operations.

The ideal candidate is a resourceful and creative problem solver who is comfortable working in nuanced and complex situations that can impact patrons, staff, and library services. They should have excellent interpersonal skills and experience working through conflict. This position directly supervises library IT and makerspace personnel making someone with a background and interest with library technology particularly well-suited to the job. The candidate can expect to be deeply involved in facilities projects and manages four custodians in concert with Department of Public Buildings staff. Above all, the successful candidate will have commitment to people-centered service.

The Watertown Free Public Library is a busy mid-sized urban library that serves a rapidly growing and diverse community. This library and its staff are deeply committed to Equity, Diversity, Inclusion, and Belonging and we seek someone who shares and demonstrates that commitment. Librarians who are multilingual and from a diverse background are strongly encouraged to apply.

Please read the [complete job description](#) before applying.

Required Minimum Qualifications

Master's Degree in Library Science; five years of progressively responsible experience in library administration including supervisory experience; or an equivalent combination of education and experience.

SALARY RANGE BEGINS: \$87,571 per year plus excellent benefits

TO APPLY: Applications, to be submitted with a cover letter and resume, are available at www.watertown-ma.gov. Applications are accepted by email; personnel@watertown-ma.gov; fax 1-617-923-8195 or in the Personnel Office, 149 Main Street, Watertown, MA 02472.

DEADLINE: Open until filled

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER