

# BEDFORD FREE PUBLIC LIBRARY

7 Mudge Way  
Bedford, Massachusetts 01730



[www.bedfordlibrary.net](http://www.bedfordlibrary.net)

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## **JOB OPENING: SENIOR LIBRARIAN HEAD OF CHILDREN'S SERVICES (FULL-TIME)**

The Bedford Free Public Library in Bedford, Massachusetts (pop. 13,500), is seeking a dynamic and enthusiastic librarian to be our full-time Head of Children's Services. This person will manage the Children's Department under the general direction of the Library Director and Assistant Director.

This position requires a Master's in Library & Information Science plus a minimum of three years of professional library experience. Advanced knowledge in collection development, children's literature and child development is required. Experience with creative play, arts and crafts, storytelling, and children's programming is essential. Musical talents or skills as a puppeteer would be a plus.

The ideal candidate must possess the ability to develop and deliver excellent customer service in a fun, warm, and welcoming environment for children of all ages. A positive attitude, flexibility, and sense of humor are important. Skills with computers and current technologies are necessary.

Supervise operations of the Children's Department and provide readers' advisory, reference, early literacy, outreach, and other library services to children, families, educators, and other patrons. Be responsible for all children's programming, including year-round story times, special events, and the annual summer reading program. Coordinate activities with school librarians, day care centers, and community groups. Be the primary selector for children's materials. Supervise one half-time Children's Librarian and on weekends or evenings five part-time librarians. Provide training for all staff and participate as a key professional in the Library.

This position is 40 hours per week, with one evening a week and one Saturday a month required. The salary range is up to \$54,000, depending on experience, with a full town benefits package.

Letter of application and resume should be sent to Noreen O'Gara Assistant Library Director, Bedford Free Public Library, 7 Mudge Way, Bedford, MA 01730 ([nogara@minlib.net](mailto:nogara@minlib.net)). A Town of Bedford application must be filled out by each candidate (available online at [www.bedfordma.gov](http://www.bedfordma.gov)).

Applications received by October 1, 2013 will be given first consideration.

*The Town of Bedford is an Equal Opportunity/Affirmative Action Employer*