



Town of Saugus

Human Resources
298 Central Street
Saugus, Massachusetts 01906
Telephone: (781) 231-4126 Fax: (781) 231-5666



Job Posting

Job Title: Children's Librarian

Location: Town of Saugus

Schedule: 24 hours per week (includes one evening and a Friday/Saturday rotation)

Pay Rate: (Union Scale): \$26.10 to \$30.33 per hour (Five steps)

Job Summary:

The Children's Librarian, working under the supervision of the Head of Children's Services, develops, plans, and implements children's services. The successful candidate will be a friendly, self-motivated, and quick learner who is able to handle a variety of tasks.

Essential Functions:

Daily job responsibilities/functions to include, but not limited to:

- Provides information about Library services, resources, and policies
- Provides reference and reader advisory services to children and adults to include use of materials and databases.
- Plans and executes children's programming (live and virtual).
- Creates, builds, and maintains displays promoting children's collections and services.
- Provides day to day room supervision in a busy Children's Room.
- Assists in planning and providing community outreach.
- Assists in selection and maintenance of the children's collection.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Strong technical skills including social media, web content, online calendars.
- Knowledge of the internet, and commercially available library software
- Demonstrated knowledge of children's literature and resources.
- Strong communication and customer service skills
- Ability to quickly and professionally search databases, internet resources, and catalogs to find needed information
- Ability to balance multiple tasks and prioritize work.

Qualifications: Master's degree in library science from or degree candidacy at an accredited library school.

Close Date: August 18, 2023 or until filled

Application: Please e-mail all cover letters/resumes to Human Resources Manager, Gabriela Lagattolla at glagattolla@saugus-ma.gov.