



Massachusetts PROVINCETOWN

PROVINCETOWN HUMAN RESOURCES OFFICE

Position Opening

Assistant Library Director

The Assistant Library Director provides professional library and managerial services and ensures the effective and efficient delivery of operational and administrative functions daily. Performs duties in the areas of planning, administration, technology and infrastructure, personnel management, and coordination of library operations, activities, and programs across all departments. This position manages the library's technology and digital services, marketing and communications channels, and activities of the main public service desk, and assumes management responsibility for overall library operations and personnel in the absence of the Library Director.

This is a full time, salaried, confidential position. This is a 40 hour a week position, Monday through Friday.

Master's Degree in library science from an ALA accredited library school; three to five years of progressively responsible experience in the library profession, including at least three years in a public library setting.

This is a Grade 8, nonunion position within the Town's Compensation Plan. Starting pay will be based on demonstrated qualifications and experience within the salary range of \$63,394 - \$82,311.

For initial consideration please send completed application, cover letter and resume to: Human Resources, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 or hr@provincetown-ma.gov by April 5th, 2023 at 12PM. This position will remain open until filled.

The Town of Provincetown, Massachusetts is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal anti-discrimination laws.

Alex Morse, Town Manager