



The Town of North Andover is accepting applications for the position of:

CHILDREN'S LIBRARIAN
Stevens Memorial Library

Full-time with excellent benefits

***Starting pay: \$29.62 per hour without a Master's Degree (Grade 3) or
\$31.10 per hour with a Master's Degree (Grade 4)**

*Compensation is subject to the terms of the collective bargaining agreement between the Town and AFSCME Local 2978 Professional Librarians

Candidates are required to submit a completed Town of North Andover Employment Application along with a resume & cover letter to jobs@northandoverma.gov. The Employment Application is available on the Town's website [here](#). The position will be posted for a minimum of ten (10) business days and will remain open until filled.

GENERAL PURPOSE

This position performs a variety of patron services, with special focus on services for children and their parents, caregivers, and teachers. Work is distinguished by the ability to maintain a broad knowledge of children's literature and to help educate caregivers and teachers about reading processes to support children's literacy development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Works directly with children, parents, caregivers and teachers.
- Creates and conducts story times, book groups, and other types of programs for children of various ages.
- Assists with Children's programming during summer reading and throughout the year.

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- Supports, adapts, or delivers services in a manner which ensures understanding and inclusion of diverse client populations.
- Highlights the collection by creating a variety of displays.
- Assists with collections management as assigned, including organization and cataloging.
- Identifies and suggests appropriate materials for patrons based on age and development level.
- Provides reader's advisory and reference services to children, parents, caregivers, and teachers using the online catalog, print, and digital resources.
- Works collaboratively with other Library employees to address and resolve concerns, assists and supports the overall functions serving children.
- Meets with and assists citizens, in person or over the phone, to assist with general questions or to address concerns and complaints related to Youth Services. Escalates concerns and complaints as needed to Head of Youth Services, Assistant Library Director, and/or Library Director.
- Provides effective and efficient customer service, which promotes and maintains a culture of responsive community relations.
- Demonstrates frequent level of independent judgment and discretion in carrying out job responsibilities and making position related decisions.
- Demonstrates sensitivity, understanding and respect of all Town employees, residents, and visitors.
- Performs subject area research through maintaining professional memberships, attending conferences and workshops and participating in other professional development activities.
- Keeps up to date on industry trends and maintains required training, licensure and/or certification.
- Follows safe work practices and adhere to policies, procedures, ordinances that have been adopted by the Library.
- May be assigned to staff Library public service desks.
- Performs related duties as assigned.

QUALIFICATIONS

Required Education, Training, and Experience:

Completion of a Master's degree in Library Science (MLS) or Master's in Library and Information Science (MLIS) supplemented by two years' experience in library services; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of:

- Current principles and practices of public library service including, knowledge of reference and information resources, search techniques using print and electronic resources, reader advisory services, and collection management practices.
- Childhood development and literacy development.
- Automated library systems and programs and other office applications such as word processing, spreadsheet, and presentation applications.

Ability to:

- Maintain a high degree of flexibility and ability to multi-task in order to meet the varying needs of library users.
- To instruct patrons on the use of print and electronic resources.
- Work independently with minimal supervision.
- Establish and maintain effective working relationships with coworkers, residents, community organizations, vendors, and the general public.
- Learn and maintain specialized knowledge related to children's literacy.
- Work regularly scheduled evening hours and weekend shifts to meet operational needs.

Skill in:

- Designing and implementing engaging and developmentally appropriate lesson plans/programs that support children's literacy development and learning.
- Working with children and their families to create a welcoming environment.
- Verbal and written communications.
- Exercising good judgment, initiative, and resourcefulness in dealing with the public.
- Listening to patron needs and identifying resources.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

The physical elements listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions:

- Work is performed in the library setting. The employee is required to have hand eye coordination necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee frequently is required to stand, walk and talk or hear, and use hands and fingers to handle, feel, or reach books and other objects.
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift up to 25 pounds and move or push book carts up to 150 pounds.

SUPERVISION

Supervision Received: Head of Youth Services.

Supervision Given: None.

SELECTION GUIDELINES

Selections shall be made on the basis of qualifications, ability, and dependability. Formal application, rating of education and experience, oral interview, reference check, and job-related tests may be required.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job posting does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPLICATION PROCESS

All applicants are required to submit a completed Town of North Andover employment application along with a resume and cover letter to: jobs@northandoverma.gov, or by mail or hand delivery to Human Resources Department, Town of North Andover, 120 Main Street, North Andover, MA 01845. Resumes may be attached to the employment application but may not serve as a substitute for completing the required employment application. The Employment Application may be obtained on the Town's website [here](#), or by visiting the Human Resources Department, or by calling (978) 688-9526.

This position will remain posted for a minimum of ten (10) business days and will remain open until filled.

Successful candidate will be required to undergo CORI screening

Individuals who need accommodations in order to participate in this hiring process should contact the Human Resources Department at (978) 688-9526.

Questions regarding the hiring process should be directed to the Human Resources Department at (978) 688-9526.