



TOWN
OF **NORTH
ANDOVER**
MASSACHUSETTS

Join Our Team!

ASSISTANT LIBRARY DIRECTOR



**WWW.NORTHANDOVERMA.GOV/
798/EMPLOYMENT-
OPPORTUNITIES**

Job Title: Assistant Library Director
Division: Community Support Services
Employment Status: Full Time
FLSA Status: Exempt
Anticipated Hiring Range \$93,138 to \$105,000



Position Requirements:

Graduation from an American Library Association (ALA) accredited college or university with a Master's Degree in Library Administration, Library Science, Business Administration or Library Technology; supplemented by 7 - 10 years of experience in library management, library administration, public administration, or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Essential Job Functions:

- Assists the Director in all aspects of the daily operations of the Library, its staff, and services.
- Drafts work schedules, reviews time off requests and assists in the assessment of staff and workloads.
- Assists the Director in budgeting for the Library and managing expenses.
- Manages the public health and safety of the Library.
- Creates and implements new policies for the Library.
- Assists in the recruitment and training of staff and volunteers.
- Oversees and works closely with the Collection Managers to maintain the Library's collection of items.
- Coordinates and oversees the public programming offerings of the Library.
- Identifies and promotes partnerships with other Town resources, such as Youth Services, Council on Aging, North Andover Public Schools, the Steven Estate and other organizations and social service agencies.
- Assists in the promotion and publicity of Library services, collections, and programming.
- Serves as a liaison to the public and resolves any complaints that arise.
- Maintains awareness and ensures effective utilization of the Massachusetts Library System and state and regional agencies.
- Works with the Merrimack Valley Library Consortium, Town IT Department, and various library technology vendors to ensure the proper functioning and maintenance of the Library's equipment and infrastructure.
- Identifies grants and other funding operations to support public programming.

Knowledge of

Computerized integrated library systems; General OSHA regulations, ADA laws, and applicable state and local building codes; Recent developments, current literature, and sources of information on municipal library administration and operations; Internet operations and the provision of content and access to internet users; Networking technologies and products related to library operations; Security and related issues dealing with public access to a variety of technologies; Public library administration and operations including management, budgeting, programming, and customer service; MBLC state finance reports; The use of standard office equipment including computers and relevant software programs.

Ability to:

Analyze professional and technical problems and arrive at effective, workable, and timely solutions; Plan and coordinate the activities and equipment used in the municipal library; Analyze problems, identify, and plan for alternative solutions, and implement plans; Multi-task and prioritize work; Train and provide mentoring to staff; Maintain confidentiality; Assign and supervise the work of others; motivate employees to work toward common goals; Establish and maintain effective working relationships with supervisors, elected officials, coworkers, residents, and members of the general public.

Skill in

Creating budget documents and approving expenditures; Oral and written communications; Preparing reports and making presentations; Customer service, problem solving, and troubleshooting.

For full job description, visit the Town's website at www.northandoverma.gov.



THE POSITION

The Stevens Memorial Library is searching for its next proven professional library leader. They will be a key member of the team in the next stages of developing Stevens' services as we approach the end of our FY2023 – FY2027 Strategic Plan. Learn more about our vision, mission, and values in the [Stevens Memorial Library Strategic Plan FY2023 – FY2027](#). Read [Stevens Quick FAQs](#) for operational details.

THE ORGANIZATION

The Town of North Andover's government is committed to providing innovative, responsive, and efficient government to all our citizens. Our Town Charter, enacted in 1986, provides for an Open Town Meeting – Select Board - Town Manager form of government. An elected five-member Select Board oversees the governance of the Town. An appointed professional Town Manager supervises Town departments and divisions. The public school system receives policy direction from a five-member elected School Committee and is administered by an appointed Superintendent. North Andover's legislative body, our Open Town Meeting, is a rich New England tradition. This forum allows all registered voters the ability to bring forward and vote on all matters brought before it. The facilitator of the meeting is the elected Town Moderator who conducts the meeting according to established rules and procedures. The Moderator appoints a nine-member Finance Committee who advises Town Meeting on the matters brought before it. Appointed boards and committees have specific responsibilities for administering state and local procedures.

The Town of North Andover is home to more than 31,000 people. The Town is proud to provide excellent full-time police and fire service. Street maintenance, curbside solid waste and recycling services, hazardous waste and drop-off recycling, and snow removal are administered by our Department of Public Works. The Stevens Memorial Library provides a full range of services to its patrons. The Department of Youth Services operates recreational opportunities at Stevens Pond and extensive programs from our Youth Center located in the Old Center. A brand new vibrant Senior Center, provides services, programs, and assistance to over 6,000 seniors. Our Community Development Division oversees public health, natural resource protection, building services, zoning and planning issues, and business development. Our award-winning Water Treatment Plant and operation provides residents and businesses with an outstanding product. Our Town Hall, located at 120 Main Street, houses our administrative offices. The Town Manager, Select Board's Office, Town Accountant, Assessor's Office, Tax Collector, Veterans' Services, and Town Clerk's Office are there to provide efficient, professional service.

The Town of North Andover is dedicated to serving residents and to creating a community in which residents may join together for the common good. The Town's purpose is to offer services and a government that provide for the general welfare, education, and public safety of its residents. The administration of the Town fosters this commitment to community by delivering municipal services in a professional, cost-effective manner through prompt, courteous, and equitable service and by insuring that the public's business is conducted with the highest level of integrity.



THE COMMUNITY

The Town of North Andover is located in Essex County in the northeastern part of Massachusetts on the banks of the Merrimack River and approximately 24 miles from Boston. North Andover is bordered by the towns of Andover, North Reading, Boxford, and Middleton and the cities of Methuen, Haverhill, and Lawrence - covering almost 27 square miles.

North Andover takes great pride in providing excellent education for all our students. All five elementary schools, our Middle

School, North Andover High School, and the Greater Lawrence Technical School, reflect our rich tradition and accomplishments.

Merrimack College, a private college, opened in 1947. Brooks School, opened in 1926 and located on the shores of Lake Cochichewick, is a co-educational boarding and day school.

North Andover offers opportunities for all ages to participate and volunteer. Visit our [website](#) for a complete list of recreational groups, committees, and boards along with what's happening in Town. The Town of North Andover is committed to attracting new businesses - small and large. The excellent geographic location, endless source of talented workers, citizens and volunteers dedicated to their community, and the natural beauty of our Town make it a great place to live and work.

BENEFITS

The Town's benefits package includes health insurance, dental insurance, group and optional life insurance, flexible spending accounts; deferred compensation plan, and more! Employees receive a generous amount of paid vacation, sick, and personal time as well as 13 paid holidays. Additional benefits include tuition reimbursement and paid volunteer time off.

TO APPLY

All applicants are required to submit a completed Town of North Andover Employment Application along with a cover letter and resume by e-mail to: jobs@northandoverma.gov, or by mail or hand delivery to the Human Resources Department, Town of North Andover, 120 Main Street, North Andover, MA 01845. The Employment Application may be obtained on the Town website [here](#), by visiting the Human Resources Department, or by calling (978) 688-9526. Resumes may be attached to the employment application, but may not serve as a substitute for completing the required Employment Application. Applications will be reviewed on a rolling basis beginning Monday, November 02, 2026.

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

Questions regarding this hiring process should be addressed to:

Human Resources Department
Town of North Andover
120 Main Street
North Andover, MA 01845
(978) 688-9526
www.northandoverma.gov