



JOB OPPORTUNITY
TOWN OF STONEHAM – Head of Youth Services - FT

Grade: 46

Union: SCEA

Salary Range: 47,998.78- 57,055.46

The Board of Library Trustees and the Town of Stoneham are seeking qualified candidates for the position of Head of Youth Services at the Stoneham Public Library.

The Head of Youth Services works under the general supervision and administrative direction of the Director. The individual is responsible for the entire operation of the Junior Room. The position supervises three staff and numerous volunteers. Master's Degree in Library Science is required. The candidate must be a self-starter, coordinate all Children's programming, ordering print and non-print materials for the Junior Library, among other duties. A successful candidate must have the ability to deal with the public in a businesslike manner and maintain the Library's high level of public service. Proficiency with computers and other technology is a must. Complete job description can be found on the website: <https://www.stoneham-ma.gov/674/2019-Town-of-Stoneham-Job-Opportunities>

Interested qualified candidates should apply with the following application materials:

- Cover letter (indicating position applied for).
- Resume.
- Three professional references.
- Employment applications are **required**, a copy is available on the town's website. <https://www.stoneham-ma.gov/729/JOB-APPLICATION>

Application materials may also be sent by email to: dgaffey@stoneham-ma.gov

Or

Town of Stoneham

35 Central Street

Stoneham, MA 02180

Attention: Donna Gaffey, Director of Human Resources

Open until filled, first review of applications will be September 30, 2019.

The Town of Stoneham is an Equal Opportunity/Affirmative Action Employer