



Wethersfield LIBRARY

The Wethersfield Library has an opening for the following position

Public Services Manager – Children’s Department

Reports to: Library Director

Schedule: Per contract, includes evenings and weekends

FLSA: Exempt

External Posting Date: Thursday April 17, 2025

External Closing Date: Open until filled

Status: Full time (37.5 hours per week)

Salary Range Begins:

\$81,292.11 (Effective 7/1/24)

Union/Non Union: Union

UE Local 222

As the Public Services Manager of Children’s Department, you will draw on your expertise to lead a team of staff to provide outstanding service to the community of Wethersfield. We are looking for someone who not only is customer focused, forward-thinking, and collaborative but who also shows initiative and helps ensure the delivery of quality results.

Examples of duties include: managing all services of department, supervise department personnel; supervise and participate in the Children’s department collection development and maintenance as well as programming and outreach; provide direct public service to patrons; participate in the preparation of the annual budget and grant proposals; manage vendor relations; act as liaison to relevant Town Departments (e.g. Board of Education, Social and Youth Services), community organizations, groups, and local businesses.

The position’s qualifications are an ALA Accredited Master’s Degree in the Library Sciences and/or Information Sciences or Master’s Degree in Education or Public Administration or equivalent. Three years of professional experience in a public library or similar setting demonstrating progressively responsible management experience, including supervision of staff. Strong knowledge of library related technology including various hardware, software, digital platforms, ILS, website, web and mobile applications, databases, and social media. Must be flexible to include evenings and weekends. A valid driver’s license is required. Preferred qualifications include familiarity with the needs of specific populations to be served (e.g. youth developmental needs).

Please visit <https://www.wethersfieldlibrary.org/job-openings/> for complete job description and application.

Please submit completed application, cover letter, resume, and three professional references, at least one from a direct supervisor, to: jobs@wethersfieldlibrary.org.

**Only selected candidates will be contacted to proceed through the recruitment process.
No phone calls or other inquiries please.**

Successful candidate must pass interviews, and/or practical exam, and/or written exam prior to employment. In addition, successful candidate must also pass pre-employment physical, drug testing, and background check prior to employment.

The Town of Wethersfield is an Equal Opportunity/Affirmative Action employer.