



**Town of Bernardston
38 Church Street
Bernardston, Massachusetts 01337**

**Job Announcement - Cushman Library Director
Cushman Library**

The Cushman Library Board of Trustees is looking for a qualified candidate to become the Director of our beautiful and historic little library which is situated in the center village. Cushman Library serves as a gathering spot for those who love to read and learn.

Salary Range: Salary range of \$26,500 to \$33,000 for the Library Director position is based on a 24 hour workweek.

Minimum Qualifications: Bachelor's Degree with experience working in a library. The selected candidate will be required to meet Massachusetts Board of Library Commissioners' requirements.

Required Skills: Proficiency with circulation and cataloging programs. Proficiency with use of computer systems. Strong public relations skills including oral and written communications.

Desired Qualifications: Successful grant writing experience. Experience with payroll. Knowledge of professional library practices, laws, and ethics. Knowledge of state, regional, and local library resources. Knowledge of current library technology and networks. Knowledge of the Dewey Decimal Classification System and Library of Congress Subject Headings. Supervisory experience.

Abilities: Ability to interact with the public and staff in a courteous and respectful manner and to represent the library as such. Exert physical effort which will include lifting and positioning the Network Transfer bin (up to 50 pounds) and transporting books in large bags and boxes, carrying, pushing, and/or pulling of objects and materials.*

**The physical demands described here 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 individuals with disabilities to perform essential functions.*

CLOSING DATE FOR APPLICATIONS: APRIL 30th, 2024

Please mail cover letter and resumé to:
Cushman Library
28 Church Street
PO Box 248
Bernardston, MA 01337

or email to: Brandon Grover
grovercarpentry@comcast.net