

WESTFORD LIBRARY DIRECTOR JOB POSTING

The Westford Public Library Board of Trustees seeks a community minded, dynamic individual to be the Director of our special, rural public library. You would be taking over a well-run, well supported library that is the heart of the Westford community. We are looking for a Director who can work with patrons of all ages, run existing programming, and is capable and creative in their ability to serve the town of Westford.

Details:

30 hours per week, Tuesday–Friday, some Saturdays and/or evening hours based on programming and meeting schedules. This position is eligible for benefits. For specific information regarding benefits, see the Personnel Policy on our website.

Hourly rate: \$25–\$30/hour depending on qualifications and experience.

Position is dependent on passing a criminal background check.

To apply: submit a letter of interest, resume, and two references to the attention of Helen Sterling, Chair of the Board of Trustees, at westfordpubliclibrary@gmail.com.

Applications accepted through July 2, 2026.

Ideal start date is July 27, 2026.

Requirements/Qualifications

- Bachelor's Degree or equivalent education and/or experience
- Prior library experience (either paid or volunteer) is preferred
- Vermont Department of Libraries Certificate of Public Librarianship or working toward certification within six months of employment (or as soon as certification workshops are available). Certification must be acquired within three years of employment.
- Excellent customer service skills when interacting with patrons of all ages
- Strong attention to detail and an aptitude for learning new skills
- Effective communication skills – written and verbal
- Proficient with technology, social media, and standard computer programs
- Ability to work independently: the ability to manage responsibilities, take initiative, and problem-solve on one's own is essential to this position

- Discretion and commitment to confidentiality

For a detailed job description see:

https://www.westfordpubliclibrary.org/_files/ugd/be41b6_67ae6861e27f4ac79469d58c7daa6a71.pdf

The Town of Westford is an Equal Employment Opportunity employer.