



HAMPTON BAYS PUBLIC LIBRARY

Job Opening: YOUNG ADULT DEPARTMENT HEAD

The Hampton Bays Public Library is seeking a creative and enthusiastic Young Adult Department Head. This position reports directly to the Library Director and works cooperatively with other department heads and library support staff. They will supervise and evaluate staff of full & part-time librarians, clerks & pages. Five (5) day / 35-hour work week; evenings & weekends may be required.

Job duties:

- Provides and oversees services to patrons, including programming, collection development, reader's advisory
- Responsible for department scheduling, budget and daily operations of the YA department
- Willingness to cultivate & maintain relationships with teen community & have knowledge of teens trends
- Provides accurate and effective reference service utilizing print and online reference resources
- Create and maintain relationships with local organizations & collaborate on programs and events
- Participates in community events, school visits and other community outreach
- Assists in the development and implementation of young adult services policies
- Plans, coordinates and executes, as needed, programming for young adults
- Responsible for appearance and order of young adult space and material collections
- Participates in long and short range planning for the department
- Prepares & distributes materials to publicize the services & resources of the department
- Prepares regular reports for the Library Director and Board of Trustees
- Attends professional meetings and participates in professional development
- Contributes updated information to the library website & newsletter as needed
- Collaborates with staff in other departments to participate in special projects as needed

Desirable Skills, Knowledge, and Abilities:

- Extensive knowledge of culture and current trends in library services to Young Adults
- Knowledge of Young Adult literature and materials
- Ability to supervise, manage and control a work environment
- Demonstrated ability to develop and implement innovative services to Young Adults
- Ability to prepare and deliver concise and attractive reports and presentations orally and in writing
- Proficiency in technologies as used by library staff and patrons
- Bi-lingual (English/Spanish) a plus.

Qualifications:

MLS from an ALA accredited library school

Valid New York State Public Librarian's Professional Certificate

Minimum of 4-5 years of experience in a public library with progressively more responsible positions

Experience working with teens

Salary commensurate with experience. Competitive benefits package.

Interested candidates should email their resume and cover letter to smcevoy@hamptonbayslibrary.org by Monday, October 10, 2022.