QUOGUE LIBRARY

90 Quogue St

Quogue, NY 11959

(631) 653 - 4224

HEAD OF YOUTH AND FAMILY SERVICES

FULL TIME POSITION

The Quogue Library seeks a service oriented, dynamic, and creative librarian to join the Children’s and Young Adult Department. The ideal candidate will be an experienced library leader, with strong customer service skills, and a high level of professionalism.

POSITION OVERVIEW

BENEFITS & SALARY:

Competitive Salary: $62,000 - $67,000 per year, commensurate with experience

35 hours a week, some evenings and weekends required

Benefits: NYSHIP Health Insurance (90% Paid by Employer), Dental Insurance Available, Simple IRA Employer Contribution, Longevity Bonus, Partial Tuition Assistance, Paid Vacation, Personal, & Sick time

DUTIES INCLUDE, BUT NOT LIMITED TO:

* Maintaining and reporting statistical data for reports, including the NYS Annual Report
* Managing the Youth Service's Team in their professional development, scheduling and trainings
* Tracking and balancing of the Youth Services department budget.
* Service and circulation work including helping our youngest patrons with technology, readers' advisory, check-in/check-out, and patron account issues
* Strong knowledge of our children's and YA literature
* Leading our teen volunteer/community service program
* Outreach to the community and networking with our school systems.
* Developing, designing, & executing reading initiatives such as the Summer Reading Clubs and 1000 Book Before Kindergarten.
* Collection Development - general and program centric.
* Developing and executing original programming for ages birth through 18.
* Contacting, contract development, and overall communication contact for outside programmers and vendors.
* Overseeing of cataloging, collection development, ordering, and organization
* Attend and participate in professional library conferences and networks; attend and participate in staff meetings
* Administrative duties as determined by the Director, regularly meet with director.
* Other duties as assigned

REQUIRED QUALIFICATIONS:

* ALA- accredited Master’s degree in Library & Information Science (MLIS or MLS)
* Supervisory experience in a public library, with concentration in youth services
* Strong working knowledge of library policy and procedures
* Must be able to work well with others
* Flexible and willing to pitch in when needed around the building
* Able to fulfill tasks to their completion
* Self-motivated

Please send cover letter and resume to the attn. of Susan McKenna, Library Director at [smckenna@quoguelibrary.org](mailto:smckenna@quoguelibrary.org)

*Quogue Library is an Association Library and is not subject to Civil Service Requirements.*