



## QUOGUE LIBRARY

90 Quogue St  
Quogue, NY 11959  
(631) 653 - 4224

### CONTACT

To apply, please send your  
cover letter and resume to  
smckenna@quoguelibrary.org

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

# QUOGUE LIBRARY

## 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

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#### 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

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#### 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
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#### 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
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#### CONTACT INFO

Please send cover letter and resume to the attn. of  
Susan McKenna, Library Director  
at smckenna@quoguelibrary.org