



## Job Posting: Teen Services Specialist/Librarian (FT)

The Floyd Memorial Library in Greenport, NY seeks a friendly, innovative, service-oriented individual to join our staff as a Teen Services Specialist/Librarian. The Teen Services Specialist/Librarian will offer fun and inclusive programming that will allow teens and young adults to explore their interests within the library setting. This position reports to the Library Director.

### Essential Functions:

- Provide creative and friendly library service to the community's teens, young adults, and their families
- Strong interest in and/or working knowledge of teen/young adult literature
- Participate in collection development, cataloging, and organization of the teen reading room
- Be innovative in developing and executing new/ongoing programming for teens and young adults
- Interest in working collaboratively with youth services/teen librarians from nearby libraries to offer programs and services
- Handle outreach to the community, especially local schools and community centers
- Ability to work with outside programmers and other vendors
- Maintain and report on departmental statistics and budget
- Attend professional development activities (such as offsite meetings, trainings, and conferences)
- Participate in library circulation activities and offer technology assistance and/or training
- May perform other duties as assigned

### Required Knowledge, Skills, and Abilities

- Excellent communication skills, both written and verbal
- Excellent organizational and scheduling skills
- Demonstrated interest and proficiency in technology
- Ability to work independently, follow through with projects, and meet deadlines
- Be a team player, be flexible, and be willing to help in all library departments
- Spanish-speaking a plus

### Requirements:

- Bachelor's degree required; ALA-Accredited Master's Degree in Library and Information Science (MLS or MLIS) required for Librarian title; Current MLS students welcome to apply.

### Hours, Wages, and Benefits:

- \$46,000-\$50,000, commensurate with experience
- 35 Hours/Week; Flexible schedule that will include nights and weekends

- NYSHIP health insurance is 100% paid for individuals; paid vacation, personal, and sick time; 403(b) with employer match

To apply:

Please email your resume and a cover letter stating your interest in the position to Ellen Nasto, Director, at [director@floydmemoriallibrary.org](mailto:director@floydmemoriallibrary.org) by Thursday, December 28<sup>th</sup>. Only candidates selected for further consideration will be contacted.

The Floyd Memorial Library is an association library and is not subject to civil service requirements.