



Position Available: Adult & Information Services Coordinator

RFL seeks an experienced librarian to head our Adult and Information Services Department. Under the supervision of the Library Director and Assistant Director, this position will oversee all aspects of adult reference staff, collections, programs and services.

Responsibilities:

- Plan, direct, evaluate, and oversee all library activities and services of the Reference Department.
- Oversee all collection development for the department including electronic resources and a growing Library of Things.
- Review, maintain and monitor the operational budget for the department.
- Prepare and submit proposals for innovative new programs and services including new technology and digital resources.
- Maintain the upkeep of department workspace and the presentation of materials and services to our community.
- Oversee patron services such as Books by Mail, Museum Pass Program, proctoring services, and the CANDID (Foundation Center) resources.
- Actively participate in planning, strategizing, creating policies, and building a collection in preparation for the opening of our new Maker Space.
- Update library website and social media as needed to promote reference services and adult programming.
- Responsible for scheduling, supervision, and development of staff in Adult Services.
- Participate in departmental staff selection.
- Perform departmental administrative tasks including, scheduling, statistical reports, and payroll approvals.
- Effectively communicate with department staff and administration on a regular basis.
- Strong technology skills, including MS Office, Google Workspace, PCs, Macs, tablets, and e-readers essential.

Qualifications:

- Master of Library Science (MLS) or equivalent from an ALA-accredited institution.
- Excellent customer service and communication skills.
- Experience working with the public in a culturally diverse community.
- Ability to collaborate effectively with other departments.
- Evening and weekend availability required.

Salary and benefits:

Starting salary range \$65k - \$75k to commensurate with experience

Membership in NYS Retirement System

NYSHIP Health Insurance Plan

Interested candidates should email a resume and cover letter by February 2, 2024 to Catherine Montazem, Assistant Director, catherine.montazem@riverheadlibrary.org. Applications will be accepted until the position is filled.