



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000

The Suffolk Cooperative Library System (SCLS) seeks an experienced and enthusiastic candidate to fill the role of Youth Services Consultant.

The Youth Services Department provides a variety of support services to the public libraries of Suffolk County. The candidate must have a Master's Degree in Library Science (MLS/MLIS) and at least 5 years of professional library experience. The successful candidate will have a passion for patrons ages 0-12, be knowledgeable of trending topics and titles in the field, support diversity, equity, and inclusion in all areas of their work, have strong presentation skills, and be able to balance multiple tasks at a time.

SCLS is a 56-member public library system in Suffolk County, NY. We are a supportive employer with opportunities to learn and grow in this position. Minimum starting salary for this position is \$60,825 (negotiable based on experience) as well as a generous benefits package. Please see the attached job description for details.

To apply, please send a cover letter and resume to Suffolk Cooperative Library System Human Resources Office at sclshr@suffolknet.org by Thursday, February 29, 2024.

DEPARTMENT: YOUTH SERVICES
POSITION TITLE: YOUTH SERVICES CONSULTANT
REPORTS TO: YOUTH SERVICES COORDINATOR

GENERAL DESCRIPTION: Provides assistance to member libraries in the delivery of services to youth, under the direct supervision of the Youth Services Coordinator.

ESSENTIAL FUNCTIONS:

1. Maintains open communications with youth services librarians via regularly scheduled meetings and electronic sources such as listservs, newsletters, and virtual meeting platforms.
2. Provides consultant services as needed to member libraries.
3. Provides training and support as needed on county and state-wide initiatives.
4. Plans and implements professional development workshops and meetings for youth services librarians, including those with a children's and early learning focus.

OTHER FUNCTIONS:

1. Represents SCLS at professional meetings and conferences as recommended by Youth Services Coordinator on local, state, and national levels.
2. Keeps informed of professional developments, new technology, and popular titles in the field.
3. Assists with special county-wide and state initiatives such as Battle of the Books, Authors Unlimited, the Suffolk Literature Conference, and The Great Give Back.
4. Coordinates programming with other agencies such as NLS, CLASC, and Western and Eastern Suffolk BOCES.
5. Maintains SCLS youth services centered websites using Wordpress.
6. Assists in developing the Livebrary youth services eBook collection.
7. Performs other functions as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Thorough knowledge of library practices and techniques in youth services.
2. Supports equity, diversity, and inclusion in all aspects of library services.
3. Knowledge of emerging trends in youth services.
4. Ability to communicate effectively both orally and in writing.
5. Thorough knowledge of Internet resources and web applications, including design software like Canva.
6. Thorough knowledge of cooperative library functions.
7. Ability to work cooperatively with colleagues within SCLS and member libraries.
8. Ability to work with deadlines and multiple projects.
9. Ability to plan and administer large county-wide initiatives.
10. Thorough knowledge of Microsoft Office, Sierra, and specialized sources and databases pertaining to youth services.
11. Ability to make Sustainable work-related decisions.

REQUIRED EXPERIENCE AND TRAINING:

1. Master's degree from an ALA accredited library school.
2. Five years of professional library experience in youth services.

STARTING SALARY: \$60,825

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