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Lending Library Section Supervisor

The Suffolk Cooperative Library System (SCLS) seeks a customer-service-oriented team player to join our Member Services Department as the Lending Library Section Supervisor. SCLS is seeking an individual that can provide exceptional customer service to the SCLS membership.

The Member Services Department provides a variety of support services to the public libraries in Suffolk County. The Lending Library Section Supervisor is responsible for providing and maintaining access to Lending Library resources for both member library staff and Suffolk County public library patron use. Lending Library resources include event planning items, games, electronics, movie system, and mobile service outlet vehicles (RV and Van).

The candidate must be a college graduate (MLS or equivalent preferred) with a strong commitment to customer service and three years of library programming experience. The successful candidate will provide supervision, training and support to Lending Library staff. A strong understanding of current technologies and a commitment to introducing new and emerging technologies to library staff and patrons is required. Trend analysis, technical support and scheduling are essential functions of this position.

SCLS is a 56-member 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 \$65,893.75. Nights and weekends are required. Please see the attached job description for details.

To apply, send a cover letter and resume to Suffolk Cooperative Library System Human Resources Office at sclshr@suffolknet.org by Wednesday, May 22, 2024.

DEPARTMENT: MEMBER SERVICES
POSITION TITLE: LENDING LIBRARY SECTION SUPERVISOR
REPORTS TO: ADMINISTRATOR for MEMBER SERVICES

GENERAL DESCRIPTION: Working with the Administrator for Member Services the Lending Library Section Supervisor is responsible for planning and managing the daily operations of the Lending Library.

ESSENTIAL FUNCTIONS:

1. Responsible for the scheduling of Lending Library equipment, vehicles, and services.
2. Daily oversight (distribution/return) and maintenance (clean/repair/replace) of Lending Library materials.
3. Responsible for research and acquisition of new Lending Library items.
4. Collaborates with SCLS department supervisors to create educational opportunities and services for member libraries using Lending Library resources.
5. Travels to library-related events with the SCLS mobile service outlets (RV and Van).
6. Trains, schedules, supervises and evaluates Lending Library staff.
7. Maintains billing records for Lending Library equipment and services.

OTHER FUNCTIONS:

1. Maintains lending software platform.
2. Media conversion and poster printing.
3. Represent SCLS at professional meetings and conferences as directed.
4. Prepares reports, memoranda, and other written materials.
5. Performs other functions as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Proficiency with new technologies.
2. Excellent organizational and communication skills, both verbal and written.
3. Strong writing and copy-editing skills to create instructional and training materials.
4. Ability to deal tactfully and courteously with others.
5. Ability to work without direct supervision.
6. Ability to work independently or in a group setting and meet deadlines.
7. Ability to work a flexible schedule including nights and weekends.
8. Ability to make Sustainable work-related decisions.

REQUIRED EXPERIENCE AND TRAINING:

1. Bachelor's Degree (MLS from an ALA-accredited institution preferred).
2. Three years of public library programming experience.
3. Valid NYS driver's license.

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Minimum Starting Salary: \$65,893.75