



HAMPTON BAYS PUBLIC LIBRARY

Position Title: Young Adult Librarian/Librarian Trainee

Supervisor Title: Young Adult Services Manager

FLSA Status: Non-Exempt

Salary: Librarian - \$51,000 - \$54,000

Librarian Trainee - salary commensurate with credits completed

DUTIES CHARACTERIZED BY THIS CLASSIFICATION:

Under the supervision of the Youth Services Manager, this employee is responsible for providing reference and reader's advisory services, participating in collection development and management discussions, community outreach and involvement, planning and presenting programs, and supervising pages and clerks.

REQUIREMENTS FOR THIS POSITION:

1. Ability to communicate clearly and effectively with adults and teenagers.
2. Ability to establish and maintain effective working relationships with staff and the public to achieve specific goals and objectives of the department.
3. Ability to work independently and productively.
4. A commitment to progress and passion for diversity, inclusion, and equity and the ability to translate that into daily practices.
5. Working knowledge of library computer software systems, video game systems, and ability to problem solve and troubleshoot.
6. Working knowledge of trends, memes, popular culture, recreational interests, and the needs of young adults and their parents/caregivers.
7. Being able to withstand being dunked on by teens and name at least five Super Smash characters.
8. Emotional maturity and the ability to have empathy and respect for others.

EDUCATION/EXPERIENCE REQUIRED:

- MLS/MLIS with a valid New York State Public Librarian's Professional Certificate or current enrollment in an ALA-accredited Library School.
- Experience working with young adults
- Fluency in Spanish is not required but is highly desired.
- Experience in giving presentations/public speaking.
- Experience designing with Canva or similar platforms.
- Experience creating content for various social media platforms.
- Excellent time management and organizational skills, including Excel/Google Sheets.

KEY FUNCTIONS OF THIS POSITION:

1. Provides reference and readers' advisory services: maintaining an awareness of tools that will assist in directing patrons to the material; reading regularly from selected areas and genres.
2. Promotes the use of the collection: acquiring familiarity with the collection; developing bibliographies as appropriate; and helping to create programs that encourage the use of library resources.
3. Using, updating, and troubleshooting various technology and software programs.
4. Assists with program planning, promotion, presentation, and evaluation.
5. Participates in appropriate local, state, and national professional organizations.
6. Supervises the pages, clerks, part-timers, and trainees.

Interested candidates should email their resume and cover letter to agiresi@hamptonbayslibrary.org by March 10th, 2025.