



HAMPTON BAYS PUBLIC LIBRARY

DEPARTMENT: CIRCULATION & TECH SERVICES
JOB TITLE: HEAD OF PATRON ACCESS SERVICES
REPORTS TO: LIBRARY DIRECTOR

Is responsible for overseeing all operations of the Circulation and Technical Services departments including managing a staff of full time and part time clerks and library aides. This position is full-time 35-hour / 5 day work week; evenings and weekends may be required.

JOB DUTIES AND RESPONSIBILITIES

- Hires, directs, schedules, trains & evaluates staff
- Oversees all combined department operations, including all Sierra circulation functions, homebound services, outside book club coordination and other events and promotions.
- Duties related to being the PALS Library Coordinator
- Update and maintain library information on the SCLS Gateway site
- Attends professional development meetings including those for PALS, Tech Services and Heads of Circulation
- Submits monthly reports to the Director for Board meetings and the NYS Annual Report
- Other duties as assigned by the Library Director

DESIRABLE SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of general library and office terminology, clerical procedures and equipment
- Excellent communications skills with patrons, department staff, co-workers and colleagues in other libraries
- Ability to assign, supervise, schedule and review the work of clerical employees in a manner conducive to building confidence and high morale
- Proficiency with Google Suite/Microsoft Office programs
- Physical condition commensurate with the demands of the position
- Ability to speak, read, and write Spanish strongly desired

MINIMUM QUALIFICATIONS

- High school diploma or high school equivalency diploma and five years' experience working in a public library (circulation department preferred), including at least one year of supervisory experience. Proficiency with Sierra platform required.

Minimum starting base salary \$48,000 depending on experience.

10% retirement benefit, NYSHIP health insurance, paid vacation, sick and personal time. Vision and dental coverage also available.

Submit resumes with three (3) professional references to smcevoy@hamptonbayslibrary.org by Monday, April 28, 2025.