



627 NORTH SUNRISE SERVICE ROAD, BELLPORT, NY 11713

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The Suffolk Cooperative Library System (SCLS) seeks a detailed-oriented individual to join the Member Services department as SCLS Operations Assistant.

The Operations Assistant is responsible for assisting in the daily operations of the Member Services department, which includes clerical support, managing data entry, and generating statistical reports as well as assisting with the setup of trainings and meetings. The candidate must have a Bachelor's Degree.

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. The minimum starting salary is \$49,425, as well as a generous benefits package including New York State Retirement System. The hours would be Monday to Friday, 9am to 5pm. Please see the attached job description for details.

To apply, send a cover letter and resume to the Suffolk Cooperative Library System, Human Resources Office at sclshr@suffolknet.org by May 8, 2026.

DEPARTMENT: MEMBER SERVICES

POSITION TITLE: SCLS OPERATIONS ASSISTANT - MS

REPORTS TO: ADMINISTRATOR FOR MEMBER SERVICES

GENERAL DESCRIPTION: Performs daily operations, complex office work, and conducts special projects related to the activities of Member Services and SCLS under the supervision of the Administrator for Member Services.

ESSENTIAL FUNCTIONS:

1. Provides assistance to Member Services departments with various projects including complex office work, meeting execution, and other tasks as needed.
2. Assists in data entry and preparation of statistical charts, graphs, and reports for SCLS and member libraries.
3. Performs document scanning/copying including electronic file storage.

OTHER FUNCTIONS:

1. Creates and organizes materials for SCLS events.
2. Assists in preparing documents for meetings.
3. Performs other functions as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Excellent organizational and communications skills, both verbal and written.
2. Ability to work independently or in a group setting.
3. Ability to follow oral or written instructions.
4. Ability to deal tactfully and courteously with others.
5. Proficiency with computer skills and standard office software.
6. Ability to make sustainable work-related decisions.

REQUIRED EXPERIENCE AND TRAINING:

1. Bachelor's Degree.