

## **Full Time Head of Adult & Teen Services**

The Amagansett Free Library seeks an experienced reference librarian to join its team as the Head of Adult & Teen Services. Under the supervision of the Library Director, the Head of Adult & Teen Services Librarian provides reference services, steers the growth of adult and teen collections, participates in active outreach to the community, and runs a robust program schedule for adult and teen patrons. This position will serve as person-in-charge during certain shifts.

### **RESPONSIBILITIES**

- Assist patrons with reference requests and reader's advisory
- Curate and maintain the adult and teen library collections
- Plan, schedule, and conduct programs for adults and teens
- Develop and maintain relationships with local cultural institutions and nonprofits
- Assist patrons with computers, printing, and using library e-resources
- Create and maintain special projects such as the Summer & Winter Reading programs, the Seed Catalog, the Comfort Cabinet, and other community based initiatives.
- Other related duties as assigned

### **MINIMUM QUALIFICATIONS**

- A Master's Degree in Library Science (MLS) or an equivalent degree from a library school that is accredited by the American Library Association or registered with the New York State Education Department
- Must possess or be eligible for the NYS Public Librarian's Certificate
- Self-starter with the ability to work independently and collaboratively with colleagues

### **PREFERRED QUALIFICATIONS**

- Two years or more experience as a professional librarian
- Experience managing teen and/or adult collections and programs
- Bilingual Spanish/English a plus

### **HOURS AND BENEFITS**

This position works 35 hours per week. Evening and weekend availability is required. Salary range is \$66,000 - \$76,000 a year, commensurate with experience. Benefits include paid vacation, sick, and personal time; health insurance; a generous retirement contribution program; and a partial tuition reimbursement program.

**To apply:** please email a cover letter and resume to [director@amagansettlibrary.org](mailto:director@amagansettlibrary.org). Applications will be accepted until the position is filled.

*The Amagansett Free Library does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff and the public.*