Amagansett Free Library

PO Box 2550 | 215 Main St, Amagansett NY 11930 | 631.267.3810 | www.amagansettlibrary.org

Full-Time Library Coordinator

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Amagansett Free Library seeks a full-time Library Coordinator for our historic library in the beautiful East End hamlet of Amagansett. Under the supervision of the Library Director, the Library Coordinator supervises the circulation operations of the library and serves as its Office Manager in the day-to-day running of the facility. This position will serve as person-in-charge at the library during certain shifts.

RESPONSIBILITIES

- Maintain a warm and welcoming atmosphere for library users
- Supervise and coordinate daily circulation operations and run circulation reports
- Serve as liaison with the Suffolk Cooperative Library System (SCLS)
- Supervise circulation staff, including scheduling, training, and project management
- Order and manage stock for all office, library, and custodial supplies
- Schedule regular maintenance of the library facility with existing contractors
- Maintain organized library records
- Assist patrons as needed with circulation requests, copiers, printing, and technology
- Other related duties as assigned

QUALIFICATIONS

- Must have a high school diploma or equivalent
- Ability to organize, plan, and prioritize work efficiently and manage multiple deadlines.
- Proficient with typical office technology and a willingness to learn new skills
- Previous supervisory experience is preferred
- Previous library experience is preferred
- Bilingual is a plus
- This position requires lifting of supplies, books, and paper record boxes. Candidates should be able to lift a minimum of 30 lbs.

HOURS AND BENEFITS

This position works 35 hours per week including one regular evening and some weekends as needed. Salary range is $62,000 - $72,000 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. 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.