



POSITION OPEN

Great Neck Library

Head of Reference

The Great Neck Library is seeking a dynamic, innovative librarian to lead our Reference Department. The ideal candidate will be community minded and think beyond the walls of the library to serve a very active, culturally diverse library in a highly educated community.

Responsibilities include but are not limited to:

- Leading, directing and supervising full and part-time librarians, clerks, and pages in the Reference Department
- Participating in staff selection and training for the department
- Making administrative decisions for the department
- Carrying Library initiatives forward to staff and the community
- Scheduling staff for maximum service during public service hours
- Coordinating and providing outreach services
- Providing Reference service In-person, via telephone, and through a variety of other formats
- Connecting patrons to highly recommended, carefully selected sources in many formats
- Designing, organizing, and initiating services that reflect the demographics, cultural diversity, and special needs of the community
- Maintaining the quality of collection resources by evaluating all formats for accuracy and currency
- Coordinating selection and deselection of materials
- Collecting data and preparing reports for statistical analysis and submissions
- Collaborating with departments, branches, and community partners to provide quality services
- Staying informed of developments in the profession through participation in professional organizations, system meetings, workshops, continuing education courses, and reading professional materials
- Developing and conducting programs, tours, book talks, multi-media programs

Minimum Qualifications:

- MLS or MLIS from ALA accredited institution
- New York State Public Librarian's Professional Certificate required at time of employment
- Four years professional librarian experience preferred
- Demonstrated respect, sensitivity, and knowledge of cultural differences

Schedule: Full time-35 hours/week, Includes evenings and Saturdays

Starting Salary Range:

The minimum starting salary is \$66,600 with full benefit package commensurate with experience and qualifications.

Reply with resume, cover letter, and references by 8/22/2018:

Employment
Great Neck Library
159 Bayview Ave.
Great Neck, NY 11023

employment@greatnecklibrary.org

No Phone Calls

The Great Neck Library is an Equal Opportunity Employer.

Posting Dates 8/1/2018-8/22/2018