EXCITING OPPORTUNITY!

Branch Head Librarian-Lakeville

The Great Neck Library is seeking a Branch Librarian to head the thriving Lakeville Branch of the Great Neck Library. Excellent interpersonal, communication and professional skills are a must in this intensely active facility. This is a union position that reports to the Assistant Director.

Skills, Qualifications & Experience Required:

- Thorough knowledge of library service techniques, administrative practices, and materials selection
- Ability to grasp users’ needs quickly and accurately
- Ability to inspire and supervise library staff
- Ability to analyze situations, and make suggestions for the improvement of service
- Ability to utilize and recommend materials in a variety of formats (print, electronic, media)
- Experience working with computers and Microsoft Office programs
- Well versed in ILS systems such as Sierra and any other computers programs used in a library setting.
- Oversee all aspects of branch operations
- Develop, deliver and continually evaluate and improve branch services
- Supervise, train, motivate, schedule and evaluate all branch employees; guide staff toward the highest standards of customer service
- Take lead role in providing reference and readers’ advisory services to customers
- Maintain effective working partnerships with schools, community groups, etc.
- Supervise money collection, including its safe-keeping and appropriate delivery to the Business Office
- Work with other staff to plan and conduct branch activities and programs
- Oversee building and property management functions, communicating any needs or problems to the appropriate person(s)
- Participate in developing the branch collection development including adding and deleting of all formats of materials
- Implement and interpret library policies and procedures to staff and customers with the assistance of the Assistant Director and the Director
- Prepare periodic status reports and statistical reports, etc., as assigned
- Hold regular staff meetings and handle situations
- Attend meeting[s] as scheduled by Administration
- Support and effectively implement Administration and Board policy, procedures, and core values
- Attend Staff Development Day, workshops, seminars, and conferences as appropriate
- Maintain an awareness of developments and changes in the profession through meetings and professional reading
- Perform additional duties and assignments, as requested

Qualifications & Experience Required:

- MLS or MLIS from ALA accredited institution
- New York State Public Librarian's Professional Certificate required at time of employment
- Minimum of three (3) years professional librarian experience
- Supervisory experience as a branch librarian or department head highly desirable

Schedule: Full time – 35 hours/week, includes days, nights and Saturdays. Sundays as needed

Starting Salary Range: $70,000 - $90,000 plus full benefit package including NYS Retirement System. This is a Union Position and is non-civil service.

The salary of the finalist selected for this role will be based on a variety of factors, including but not limited to departmental budgets, qualifications, experience, education, licenses, longevity, specialty and training.

Reply with resume, cover letter, completed GNL employment application (found here - https://greatnecklibrary.org/employment/) and references by January 19, 2024

Great Neck Library
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Great Neck, NY 11023
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No Phone Calls Please. The Great Neck Library is an Equal Opportunity Employer.

Scan the QR code for more information on employment at GNL, or visit greatnecklibrary.org/employment