Position Available
Librarian for Adult Services & Programs

Bedford Hills Free Library seeks a self-motivated professional to assume the new position of Librarian for Adult Services & Programs. S/he shares the leadership’s 21 century vision for library service and is responsible for developing and managing library materials collections as well as planning and coordinating programs and services for adults.

The Bedford Hills Free Library is an association library serving the hamlet of Bedford Hills in the Town of Bedford, located an hour north of New York City. The Library is a member of the Westchester Library Service (WLS). Since the Library celebrated the Centennial of its founding in 2015, it launched an Early Literacy Initiative, a robust Summer Reading Program, outreach to under-represented members of our service area, collaborative partnerships, and facilities improvements. The Library is now poised to expand its reach and impact and to strengthen services and programs through curation of content, technological and digital services, and creative programs for adults. This is an opportunity for an intelligent, energetic, and forward thinking librarian to have a positive impact within our community and beyond.

DUTIES AND RESPONSIBILITIES

- Develop and manage the adult collection and reference services. This includes electronic resources (audio and e-books, digital resources, etc.). Coordinate tech training and one-on-one support.
- Work with the Executive Director to plan new initiatives and implement book groups, workshops, community reads, or public forums for adults.
- Oversee acquisitions staff, clerks, and volunteers assigned to assist with tech services, collection maintenance, or services for adults. Provide guidance and support to circulation staff to ensure exceptional and friendly patron service.
- Research and prepare content for reader’s advisory, ready reference, website or social media platforms other strategies to connect adult patrons with library resources.
- Participate in planning ways to optimize the library facility; create displays, signage, and other methods to attract visitors and provide a pleasing learning environment.
- Participate in evaluating needs of an economically and ethnically diverse community and develop new services to stimulate thinking, life-long learning, and civic engagement.
- Actively engage in promotion of services and programs, including community outreach.
- Keep abreast of library trends and technology through professional organizations, system meetings, and professional development opportunities.
- Attend strategic planning and staff meetings, prepare annual goals, action plans, and budgets; maintain statistical information and produce reports about activity. Adhere to policies and procedures.
QUALIFICATIONS AND REQUIREMENTS

- An MLS/MLIA degree from an ALA accredited program is required.
- At least 5 years of experience and professional knowledge of library collections, reference, programming, technology, and/or services for adults.
- High level of proficiency with computers/technology, ILS (preferably in the Westchester Library System; experience with Evergreen is a plus) as well as digital resources (e-books, streaming, etc.) social media platforms, and websites.
- Good judgment and ability to establish effective working relationships with a diverse community of patrons and team of staff and volunteers.
- Strong initiative, creativity, flexibility, and a positive attitude.
- Excellent written and oral communication skills, including public speaking. Aptitude with administrative office systems and programs.
- Ability to effectively organize time and resources and work as a member of a team.
- Bilingual in English/Spanish is not required, but highly desirable.

SALARY/BENEFITS

The Librarian for Adult Services & Program reports to the Executive Director. This is a full-time exempt, position with a competitive salary and benefits package commensurate with experience. The current schedule includes a weekly evening and a monthly Saturday shift.

TO APPLY

Qualified candidates are invited to send a cover letter and resume to: Mary Esbjornson, Executive Director, at mesbjornson@wlsmail.org or via mail: Bedford Hills Free Library, 26 Main Street, Bedford Hills, NY 10507.

The Bedford Hills Free Library is an equal opportunity employer. We are committed to prohibiting discrimination on the basis of race, color, religion, creed, national origin, gender, age, or sexual orientation, or any other characteristic protected by law.

Position is open until filled.

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