

## **Head of Adult Services Librarian II**

The Town of Ballston Community Library is searching for an outgoing, innovative, and experienced individual for a new Librarian II Head of Adult Services Position. This is a full time salaried exempt position.

The Head of Adult Services Librarian reports to the Director of the Library, supervises the public service areas and circulation staff and is a member of the library management team. This individual is responsible for adult programming, library publicity, reference services and technology instruction. He/She will also oversee library circulation including reserves, interlibrary loan and collection maintenance. Must have evening and weekend availability.

### **Required Skills**

- Effective communication skills and customer service/reference experience.
- Experience creating and leading innovative programs.
- Excellent teamwork, project management and conflict resolution skills.
- Expertise using e-readers, Microsoft Office Applications, social media, basic web design and library circulation systems.

Additional Requirements: MLS from an ALA accredited school required. Must have or be eligible to receive NYS Public Library Certification. All applicants must be reachable on the Saratoga Country Civil Services Librarian II list. Must have a minimum of two years post MLS library experience.

Starting Salary: \$41,500 – increases to \$45,000 after one year. Benefits available through the Town of Ballston.

Resumes and three references may be sent to Library Director, Karen DeAngelo, at [kdeangelo@sals.edu](mailto:kdeangelo@sals.edu) or mailed to 2 Lawmar Lane, Burnt Hills, NY 12027. Deadline for applications is September 18, 2015.