

TOWN OF BALLSTON COMMUNITY LIBRARY
Librarian II – Temporary
Head of Adult Services
3 Month Duration – Extension Possible

General Statement of Duties

Under the supervision of the Library Director of the Town of Ballston Community Library this position focuses on providing library services to adults, and supervising the Circulation department.

Classification: Temporary Librarian II

Job Description: Provides library service to adults, as well as children and teens when called for; including supervising a busy circulation area; solicits, schedules and provides programs for adults, including virtual programming; assists in maintaining the department's collections; promotes use of library materials and services; performs outreach to community agencies as needed; website updates; technology assistance; supervises team of part-time circulation clerks; and performs other duties as assigned.

Required Skills and Abilities: Passion for and knowledge of adult literature; familiarity with current library technologies and a range of devices; the ability to perform both independently and as a team member; experience in planning and conducting adult programming; excellent communication skills; enthusiasm, courtesy, flexibility and a sense of humor. Experience supervising others.

Preferred Skills: Knowledge of Polaris automation software, Wordpress, Evanced, Canva, Beanstack, and the Microsoft Suite.

Minimum Qualifications: Graduation from a registered college or university accredited by the American Library Association or registered by the NYS Education Department to grant degrees with a Master's Degree in Library Science, Information Science, or equivalent, AND two (2) years of professional library experience.

Special Requirement: Eligibility for New York State Public Librarian's Professional Certificate at the time of application for appointment. Possession of certificate at the time of appointment.

Work Schedule: A combination of day, evening and weekend hours averaging up to 35 hours per week, including one Saturday per month when the building is reopened, through Summer 2020 to fill a temporary vacancy. Work hours may include remote work for a period of time to adhere to the New York on Pause order. Responsible for the library in the absence of the Director and Head of Youth Services Librarian.

Supervisor: Library Director

Salary: \$25.00/hr

Deadline: Until filled

Please submit cover letter, resume and three professional references to:

Jenn Richard, Interim Director
Town of Ballston Community Library
2 Lawmar Lane
Burnt Hills, NY 12027
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(518) 399-8174 ext. 6