



Head of Adult Services and Circulation Librarian II

General Statement of Duties: Under the supervision of the Library Director of the Ballston Community Public Library this position focuses primarily on providing library services to adults and supervising the circulation desk. Participates in library leadership team and supervises paraprofessional staff.

Job Description: Provides library service to adults, including managing the circulation department; prepares for and conducts adult programs; responsible for selecting and maintaining the department's collections; promotes use of library materials and services; performs outreach to community agencies as needed; acts as liaison to the Friends of the Library group; coordinates proctoring services; responsible for technology including patron assistance, computer ordering, and Princh print system; and performs other duties as assigned. Responsible for supervising the library in the absence of the Director and Head of Youth Services Librarian and directly supervises paraprofessional staff.

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

Preferred Skills: Knowledge of Polaris integrated library system, Microsoft Office, WordPress, Canva, WhoFi, Princh, and social media.

Minimum Qualifications: A Master's Degree in Library Science, Information Science, or equivalent from a college or university that is accredited by the American Library Association or registered by the NYS Education Department 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. Position will be filled provisionally pending the results of a Civil Service exam to be given at a later date.

Work Schedule: 35 hours a week, including one evening a week and rotating Saturdays. Salary exempt position.

Salary: \$48,000 – 50,000 plus benefits.

Deadline: Friday, August 30, 2024.

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

Kristi Chadwick, Director
Ballston Community Public Library
2 Lawmar Lane, Burnt Hills, NY 12027
kchadwick@sals.edu
(518) 399-8174 ext. 5