



## SOMERS LIBRARY

P.O. Box 443, Somers, New York 10589 • (914) 232-5717 • [www.somerslibrary.org](http://www.somerslibrary.org)

### Job Posting: Head of Reference – Librarian II

The Somers Library, situated in lovely Reis Park in Somers, New York, seeks a customer-oriented, and enthusiastic Head of Reference to fill a current vacancy. This person will be directly responsible for managing the Adult and Teen reference departments and adult materials collections. We are looking for someone that will:

- Provide enthusiastic reference and reader's advisory
- Manage the day-to-day operations of the reference department, which includes maintaining portions of the website, budget and purchases, scheduling and delegation to two full time librarians and multiple part-time staff.
- Provide and create dynamic programming for our adult and senior citizen patrons
- Collection development including purchasing and weeding the collections.
- Work collaboratively with library staff to ensure that the library runs smoothly and that policies and procedures are followed.
- Work collaboratively with other town entities such as Somers Historical Society, the local Senior Center and more on projects that will enhance the quality of living in the Town of Somers.
- Have a working knowledge of Evergreen, desired but not required
- Knowledge of Canva, Microsoft office, Google Workspace.
- Knowledge of Libby, Hoopla, Mango languages and other e-resources required for reader's advisory
- Must be able to work as part of a collaborative team of librarians and clerical staff

#### Required Qualifications:

- An ALA accredited Master's degree in Library and Information Studies and a Public Librarian Certificate
- Must be reachable on the Westchester County Civil Service List for Librarian II
- Strong interpersonal skills, oral and written communication skills, flexibility, and the ability to handle detail orientated work.
- The ability to multitask on a variety of duties at once and adapt readily to changing technologies, processes and procedures

*Annual Compensation: \$70,000 Shift: 35/hours a week with possibility of one week night and weekend shift.*

To apply: Please send a cover letter, resume and references to [JVeissy@somerslibrary.org](mailto:JVeissy@somerslibrary.org)