



QUOGUE LIBRARY

CHILDREN'S SERVICES LIBRARIAN FULL TIME POSITION

The Quogue Library is seeking an energetic, highly motivated full-time librarian who believes in providing excellent customer service to our Library's youngest patrons. The successful candidate must be friendly, hard-working, knowledgeable in reference and readers advisory. Plus, knowledgeable in STEM and digital services.

DUTIES INCLUDE, BUT NOT LIMITED TO:

- Ability to work with all age groups (focus on 0 to 6th grade)
- Knowledge and interest in young adult literature. Including collection development, cataloging and organization of children's room
- Desire to work as team member, collaborator with co-workers on programming, projects and developing innovative STEM programs for all ages
- Set up presenters for programming
- Supervision of children's room staff
- Maintain and report statistics and budget
- Ability to learn and teach emerging technologies
- Strong understanding of basic applications such as Word, Excel, Google forms, etc.
- Knowledge of digital services and library download services
- Responsible for community outreach
- Attend professional development workshops/meetings as required
- Assist with program registration on Library Market
- Misc. projects may be assigned

QUALIFICATIONS:

- Excellent communication skills, both written and verbal
- Organizational and scheduling skills
- Works independently, has strong follow through to meet deadlines
- Works well with others/team player
- Proficiency in current technologies
- Comfortable presenting programs

REQUIREMENTS:

- MLS Degree from an ALA-accredited school

HOURS, WAGES, BENEFITS:

- 35 hours a week/will include some nights and weekend days
- NYSHIP health insurance benefits
- Paid vacation, sick, personal, 403(b) and longevity bonus
- Salary compensation based on experience, starting at \$59,000 to 65,000

Please send resume and cover letter to the attention of Susan McKenna, Director
smckenna@quoguelibrary.org

Submit applications by February 1st 2025

QUOGUE LIBRARY

90 Quogue St

Quogue, NY 11959

(631) 653 - 4224

*Quogue Library is an Association
Library and is not subject to
Civil Service Requirements.*