



## **Position Available Librarian for Adult Services & Programs**

Bedford Hills Free Library has an opening for a full-time Librarian, Adult Services & Programs to join our team during a challenging time of growth and change. S/he is responsible for developing and managing our adult collection as well as planning innovative programs and services for adults and seniors.

Located an hour north of New York City, this small, but charming library serves the diverse hamlet of Bedford Hills and the Town of Bedford. Founded in 1915, in recent years the Library launched an early literacy initiative, expanded its summer reading program, developed community partnerships to meet the needs of residents, and created fun outdoor events for families and new programs for adults. The Library is now poised to expand its impact through creative programs, new technologies, and space/facility renovation. This is an exciting opportunity for an intelligent, energetic, and forward-thinking librarian to have a positive impact within our Library, community, and beyond.

### **DUTIES AND RESPONSIBILITIES**

#### **Collection Development and Management**

- Develop and manage the adult collection, including print and electronic resources (audio and e-books, digital resources, culture passes, devices, etc.).
- Coordinate tech training and one-on-one patron support using technology to access resources.
- Research and provide content for reader's advisory, ready reference, and patron services.
- Create displays, signage, and other methods to attract visitors and provide a pleasing environment.
- Work with tech/circulation services staff and volunteers assigned to assist with collection maintenance.

#### **Programs and Community Engagement**

- Explore community needs and develop new services that respond to priority concerns and opportunities.
- Work with community partners and service providers to leverage expertise and talent to enhance creative and life-long learning programs.
- Plan and implement events such as book groups, workshops, author talks, and other activities to connect residents with library resources and build community among adults and seniors.
- Create marketing assets and handle outreach strategies for adult programs and services.

#### **Other**

- Create a warm and welcoming presence among patrons visiting the adult library spaces.
- Work with the executive director and leadership team to create long-range strategic and capital plans.
- Keep abreast of library trends and technology through professional associations, system meetings, and career development opportunities.
- Recommend policies and procedures for adult programs and services and ensure that best practices are carried out as directed.
- Attend planning and staff meetings, prepare annual goals, action plans, and budgets; maintain statistics and produce reports about activity.

## **QUALIFICATIONS AND REQUIREMENTS**

- A Master of Library Science (MLA) or Master of Library and Information Science (MLIS) from an ALA-accredited program is required or in process of completion.
- At least 3-5 years of progressively responsible library or related administrative experience.
- Professional aptitude with library collections, reference, and/or programs and services for adults.
- High level of proficiency with technology, ILS, and digital resources for library patrons.
- Good judgment and flexibility to work collaboratively with a small team in a growing organization.
- Strong initiative, creativity, and a positive attitude.
- Excellent written and oral communication skills, including public speaking.
- Ability to effectively organize time and resources; aptitude with administrative systems (Google, MS Suite, Canva, Zoom, social media, websites).
- Bilingual in English/Spanish is preferred and highly desirable.

## **PHYSICAL REQUIREMENTS**

- Lifting and moving books, furniture; sitting and standing for periods of time.
- Regular use of a computer and/or devices.
- Local transportation for library business needs.

## **SALARY/BENEFITS**

The Librarian for Adult Services & Program reports to the Executive Director. This is a full-time exempt position with a salary (\$64,350 - \$67,000) commensurate with experience and education. The Library also offers an attractive benefits package including major medical health insurance, dental insurance, vacation, holidays, and other paid time off, and a generous retirement contribution.

## **TO APPLY**

To apply, please send a cover letter and resume to: Mary Esbjornson, Executive Director, [mesbjornson@bedfordhillslibrary.org](mailto:mesbjornson@bedfordhillslibrary.org).

The Bedford Hills Free Library is an Association Library and member of the Westchester Library System (WLS) consortium of 38 public libraries. For more information, visit our website: [bedfordhillsfreelibrary.org](http://bedfordhillsfreelibrary.org).

The Bedford Hills Free Library is an equal opportunity employer. We are committed to prohibiting discrimination on the basis of race, color, religion, creed, national origin, gender, age, sexual orientation, or any other characteristic protected by law.

Posted April 2025