



Job Opening – Tech Services & Circulation Manager

The Bedford Hills Free Library, an association library serving the Town of Bedford, hamlet of Bedford Hills, and Bedford Corners, has an opening for an energetic, smart, and experienced professional with strong technical and customer service skills to join our growing team.

Responsibilities

Tech Services

- Work with librarians and clerks to manage the processing and managing of acquisitions.
- Unpack deliveries, reconcile against orders, prepare items, and label materials.
- Shelf new releases and assist with display. Handle deaccessioning of library materials.
- Keep library materials in good condition and assist with repairs as needed.

Circulation

- Work a regular schedule at the Patron Services desk and provide lead support for computer, printing, and other services as well as information and referrals.
- Attend WLS circulation meetings and share information with staff regarding the ILS, network services, and other factors affecting patron services.
- Train new clerks to ensure that circulation procedures are followed consistently.
- Act as a liaison with WLS IT regarding circulation issues.
- Manage library card registration, renewals, etc. and library card holder communication.
- Track and produce regular reports for circulation, visitors, computer usage, etc. as requested.
- Maintain patron services procedure manual. Prepare circulation financial transaction reports.

Qualifications

- Knowledge of library methods, classification, and circulation systems is required and experience within the Westchester Library System (Evergreen) is preferred.
- Enthusiasm for literature and information services. Excellent customer service, technical, communication skills, and attention to detail.
- Two -four years of experience in a public library. B.A. or liberal arts background preferred.
- Bilingual English/Spanish is highly desired.

This is a regular, part-time, non-exempt position; up to 29 hours/week. Current weekly schedule is Mondays, Tuesdays, and Thursdays and one-two Saturdays per month. Pay range: \$24-28/hour.

To apply, please send a cover letter and resume to: Mary Esbjornson, Executive Director, at mary@bedfordhillslibrary.org or to Bedford Hills Free Library, 26 Main Street, Bedford Hills, NY 10507. To learn more about the Library, visit: bedfordhillsfreelibrary.org.

Founded in 1915, the Bedford Hills Free Library is accredited by the New York State Board of Regents and is a member of the Westchester Library System (WLS). 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, or sexual orientation, or any other characteristic protected by law.

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