



## Job Opening: Tech Services & Circulation Manager

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

### Responsibilities

- Attend WLS circulation meetings and keep abreast of information regarding the ILS, network and digital resources available. Report any issues or changes in ILS procedures that may impact operations. Act as a liaison with WLS IT; troubleshoot any ILS issues and prepare tickets for support as needed.
- Provide circulation, information, and referral for patrons; handle administrative tasks as required.
- Manage library card registration, renewals, etc. and communication with patrons.
- Work closely with librarians to manage the timely receipt and processing of new acquisitions. Work as a team with patron services clerks and train new clerks to ensure that circulation procedures are followed.
- Unpack deliveries, reconcile against orders, prepare items, and label materials. Shelve new releases and assist librarians with display. Handle deaccessioning of library materials weeded. Keep library materials in good condition and assist with repairs as needed.
- Maintain patron services cash register and prepare deposits and reports. Assist with inventory and ordering of tech services supplies. Track and produce regular reports for circulation, visitors, computer usage, etc.

### Qualifications

- Knowledge of library methods, classification, and circulation systems is required; 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.
- Minimum of two -five 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; currently 23-29 hours/week. Current weekly schedule is Mondays, Tuesdays, and Thursdays and one-two Saturdays per month. Pay range: \$24-29/hour depending upon experience.

To apply, please send a cover letter and resume to: [director@bedfordhillslibrary.org](mailto:director@bedfordhillslibrary.org) or via mail: Bedford Hills Free Library, 26 Main Street, Bedford Hills, NY 10507. To learn more about the Library, visit: [bedfordhillsfreelibrary.org](http://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.