



Dobbs Ferry Public Library

55 Main Street, Dobbs Ferry, NY 10522

(914) 693-6614

www.dobbsferrylibrary.org

JOB POSTING: Librarian II - Head of Technical Services

February 19, 2025

Join the team at the Dobbs Ferry Public Library, and build your career in the heart of the Rivertowns. We are seeking a full-time Librarian II. This is an exciting opportunity for a library professional who is friendly, organized, comfortable with technology and possesses exceptional customer service skills.

Minimum Qualifications:

- Master's Degree in Library Science from a program accredited by the American Library Association or recognized by the New York State Education Department as following acceptable educational practices.
- At least four (4) years of professional library experience.
- Possession of a New York State Public Librarians professional certificate.

Schedule and Hours:

- Regularly scheduled Monday - Friday shifts.
- At least one Saturday each month.
- Maximum 35 hours per week.

Professional Growth Opportunities:

- Opportunity to become a Notary Public
- Opportunity to become a Passport Agent

Key Responsibilities:

- Supervise the work of Library Clerks and Pages.
- Provide reference and reader's advisory services and instruction to library users.
- Staff the reference desk as needed.
- Prepare and manage monthly work schedules and weekly desk schedules.
- Troubleshoot computer and related equipment; coordinate service technicians when necessary.
- Manage scheduling of community room for non-library events.
- Assist the Library Director with administrative tasks.
- Perform additional duties, as assigned.

Salary: \$75,000-\$85,000/year, based on experience.

Benefits: NYS Retirement system, healthcare, dental, 4-weeks of paid vacation, and personal days.

Please send a cover letter and resume to ecarlson@dobbsferrylibrary.org by March 10, 2026
Position is available immediately.

Erik Carlson, Director
Dobbs Ferry Public Library