

Head of Adult Services at Valley Cottage Library – *Join a dynamic workforce with this opportunity to lead!*

Valley Cottage Library, located in a nearby suburb of NYC, is a renowned community resource serving the 23,000 residents of the Nyack School District. We are seeking a highly motivated, enthusiastic, and forward-thinking individual to manage and lead our vibrant Adult Services Department.

The ideal candidate will be an innovative and creative problem solver; an experienced leader and manager with a proven track record of motivating and developing staff as well as an able communicator. They will lead a department of three full-time and five part-time librarians in not only traditional library services but also creative programming and innovative technology.

Minimum qualifications required:

- MLIS (or equivalent) from an ALA accredited program
- NYS Public Library Certificate at time of hire
- Minimum of 3 years of progressively responsible experience including 1-2 years managerial/department head level experience in a public library
- Mastery of Microsoft Office programs and all digital platforms relevant to library service
- Ability to work with diverse people of all ages, including staff, volunteers and the public
- Ability to apply, enhance and promote new technology services of the department and the library. Candidate must adapt readily to changing software, programs and processes.

Responsibilities include:

- Acquisition, development and maintenance of the adult collections
- Overseeing the judicious use of the Adult Services materials and programming budgets
- Selecting, training, scheduling and conducting performance evaluations for department staff
- Technology troubleshooting and training of department staff
- Attending continuing education programs and workshops suitable to professional growth and grant writing
- Overseeing some aspects of adult public programs
- Building community partnerships
- The ability to think differently and find opportunities for fun in the library

This is a full-time (35-hour week) position which includes one evening per week and one Saturday per month. A generous benefits package includes medical, vision and dental insurance, flexible spending account, paid vacation and sick leave, and participation in a 403B matching plan. A job description for this position can be found at: www.valleycottagelibrary.org/jobs-at-vcl

Salary range: \$71,000 - \$81,000, commensurate with experience.

If you possess a passion to work in a team-based and customer-focused environment that strives

to provide excellent services to the community at large, apply now!

A completed employment application is required and can be obtained at www.valleycottagelibrary.org/jobs-at-vcl. Please email the completed application, a resume and a cover letter highlighting your relevant experience to the attention of Ashley Maraffino, Assistant Director at vclsearchcommittee@rcls.org.

Applications will be accepted until **September 19, 2025**.

No telephone calls please.

Valley Cottage Library is an equal opportunity employer.