



273 Beaver Dam Road
Brookhaven, NY 11719
Tel: 631-286-1923 Fax: 631-286-0120
www.brookhavenfreelibrary.org
bfl@brookhavenfreelibrary.org

May 21, 2021

Position Available: Patron Services Manager, Full-time

Starting Salary: \$68,000, plus benefits

Join Brookhaven Free Library!

This is a unique opportunity for a progressive, experienced library professional to join a customer service driven team. Located in charming Brookhaven Hamlet, Brookhaven Free Library seeks a candidate with diverse skill sets, proficient in various areas of library services and comfortable working in a small setting.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Manage Patron Services staff (10-15 employees) including hiring, training, scheduling, assignment of duties, team-building, coaching and performance management.
- Conduct staff meetings; plan in-service training programs.
- Compile statistical and departmental reports as directed.
- Plan, recommend, implement and evaluate new and existing library services.
- Collaboratively coordinate, develop, promote and evaluate programming as needed.
- Actively develop, maintain and evaluate collections.
- Represent Library at professional and community meetings.
- Perform necessary circulation and catalog functions in accordance with PALS best practices; serve as PALS Library Coordinator.
- Assist in creation of quarterly newsletter, social media and other marketing efforts.
- Perform administrative and other related duties as assigned by the Library Director.

SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of library's policies and procedures; thorough knowledge of modern public library organization, materials, methods and services; thorough knowledge of the methods and procedures used in library circulation, patron and material record maintenance; thorough knowledge of the needs and makeup of the library district's population; ability to suggest and implement improvements in services and collections; ability to plan and estimate budget needs; ability to conduct training sessions and address community groups effectively; ability to establish and maintain effective working relationships with library patrons, members of professional library organizations and the community; ability to express oneself clearly, both orally and in



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writing; courtesy; good judgment; ability to establish effective working relationships with co-workers in a manner conducive to full performance and high morale; the ability to plan, coordinate, and supervise the work of others; tact and courtesy in dealing with staff and public; exceptional customer service skills; ability to maintain information in confidence.

MINIMUM QUALIFICATIONS:

- ALA accredited Master's degree in Library & Information Science (MLIS or MLS).
- Minimum of 5 years' experience in a library setting; 2 years in a supervisory role.

Interested candidates should send a cover letter and resume to Jamie Papandrea, Director at bfl@brookhavenfreelibrary.org.

Interviews will be scheduled on an ongoing basis until the position has been filled.