



## Assistant Director of Patron Services

The Scarsdale Public Library seeks a dynamic and inventive Assistant Director of Patron Services who is passionate about the role public libraries play in individual lives and the community. The successful candidate is a forward-thinking, strategic thinker who is willing to take thoughtful risks and implement new ideas. He/she is aware of emerging trends in library services, works collaboratively, and is able to inspire and motivate co-workers.

The Assistant Director must be enthusiastically focused on public service, with a “patron-centric” philosophy and ability to develop services and programs that support this philosophy. He/she must be able to coach, mentor and evaluate the performance of subordinates. Organizational and managerial skills are essential. The Assistant Director is actively engaged in short- and long-term planning, as well as helping the Library meet its strategic goals.

The Scarsdale Public Library is a bustling and lively hub of a community that values education and supports its library. It is a leading public library in Westchester County, consistently at the top of annual statistical rankings for numbers of visitors, programs and circulation of its collections. It is a member of the Westchester Library System, a consortium of 38 member libraries. The Library recently completed a major physical transformation to create more welcoming, flexible spaces that will allow the staff to be more responsive to present and future community needs.

**Responsibilities:** This position reports to the Library Director, and oversees public services and programs; supervises the managers of Adult Services, Teen Services, Children’s Services and Circulation Services, which includes hiring, mentoring, training and evaluating; develops goals and objectives, and contributes to furthering the Library’s mission; coordinates collection development; helps formulate policies and procedures; coordinates public communications via multiple formats; and, creates and implements programs and services to foster community engagement.

**Qualifications:** The successful candidate will have an ALA accredited Masters’ of Library Science, and a minimum of five years of professional library experience subsequent to receiving the MLS, at least one year of which must have been in a supervisory or administrative capacity. Desired qualifications include, but are not limited to: proven project management skills; demonstrated problem-solving skills; strong, effective supervisory and management abilities, strong computer and technology skills; excellent oral and written communication skills; grant-writing experience; flexibility and proven change-management skills; a history of responsiveness to customer and community needs; and knowledge of public library trends, issues and emerging technologies. This position must work evenings and weekends when required.

Note: This position is classified as Assistant Library Director III by the Westchester County Department of Civil Service.

**Compensation:** Salary commensurate with experience, and an attractive benefits package.

To apply, please submit a cover letter and resume to Elizabeth Bermel, Director, at [ebermel@wlsmail.org](mailto:ebermel@wlsmail.org) by **May 14, 2021**.