



Part-time Sunday Manager - Librarian II

The Scarsdale Public Library has an opening for a Sunday Manager. We are seeking a flexible, proactive, and patron-focused individual to manage the library on our busy Sunday afternoons. This is a unique role that requires strong communication skills and the ability to take initiative independently. The Sunday Manager oversees a dedicated staff and will address unexpected scheduling & service changes, escalated customer issues and facilities and operational issues.

This position requires the ability to work a minimum of 3 Sundays per month (4 for months containing 5 Sundays) from 11:30pm – 5pm. Note that we are closed for 10 Sundays during the summer which in 2024 will be from June 30th to September 2nd. During this time the Sunday Manager will have the opportunity to work other shifts, if desired.

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. In 2020 the Library 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:

- Maintain effective and efficient library operations in all departments
- Oversee Sunday staff
- Provide feedback to staff as needed and share any staff performance issues to the appropriate Department Manager
- Resolve unexpected scheduling & service changes
- Provide direct customer service at our Welcome Desk or other service desks as needed
- Address escalated customer issues and facilities and operational issues

Knowledge/Skills/Abilities:

- Has knowledge of standard library procedures, current information technology, internet and database searching along with organizational, time-management, and managerial skills
- Uses critical thinking, problem solving, decision making, mediating, initiative, cultural competency skills and independent judgment in a variety of situations
- Ability to mediate and resolve conflict effectively.
- Demonstrated excellent customer service skills
- Ability to communicate effectively with others, orally and in writing, including through email
- Knowledge of Evergreen a plus

Education/Qualifications:

- Minimum of one (1) years of supervisory experience preferred
- Master's degree of Library and Information Science from a library school that is accredited by ALA or recognized by the NYS Education Department
- Westchester Civil Service Librarian II designation
- NYS Public Librarian certificate required by start date

Compensation: \$40 an hour

To apply, please submit a cover letter and resume to Catherine Callegari, Assistant Director, ccallegari@scarsdalelibrary.org by April 15th .