



# Public Services Manager

## The Position

The **Schenectady County Public Library** is currently recruiting a **Public Services Manager**. This position is located in Schenectady County Public Library and involves responsibility for management of people, processes, the operations, and services provided by assigned team(s) within the library. The Public Services Manager develops, administers, implements and evaluates services to the public and is responsible for managing the work of assigned staff through selecting, supervising, training, monitoring, counseling, scheduling and reviewing work. Work is performed under general supervision from a higher-level supervisor. General supervision is received from the Executive Director with wide leeway given for carrying out the details of the work. Supervision is exercised over the work of subordinate personnel and volunteers. Does related work as required.

***PLEASE NOTE: This is a Civil Service tested position and all candidates must pass a Civil Service Examination when exam is next offered.***

## Qualifications

- A. Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience providing services to the public, two (2) of which must have been in a library setting, and three (3) years of supervisory experience.

## Salary

Salary starting at \$76,355/year

## How to Apply

Apply online at ***mycivilservice.schenectadycounty.com***. Please attach your cover letter when applying.



*Schenectady County is committed to diversity, inclusion, and equal opportunity. It is our policy to provide equal employment opportunities to all people regardless of protected class status, including race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or family status, or any other impermissible basis*

# Schenectady County offers exceptional benefits

## *Health Benefits*

- Medical, Dental & Vision
- Prescription Drug
- Flexible Spending Accounts

## *Retirement and Savings Plans*

- NYS Pension System
- 457(b) Deferred Compensation
- 529 College Saving Plan

## *Additional Benefits*

- Paid Holidays
- Vacation, Personal, Bereavement, and Sick Leave
- Paid Family Leave for Bonding with Child
- Free Tuition at SUNY Schenectady and other Tuition Assistance
- Gym Reimbursement
- Free CDTA Bus Pass
- Employee Assistance Program

## About Schenectady County

What makes Schenectady County different from other communities? We believe it's the people, working together to create a place that people want to live, do business, and visit to enjoy all that we have to offer. Schenectady County continues to think differently, looking for new and innovative ways to deliver the important programs and services that make Schenectady County unique.

Strong County leadership has helped foster cooperation among the various levels of government to reduce waste and eliminate duplication. Through intergovernmental cooperation, the County and our communities have saved hundreds of thousands of dollars and leveraged our combined resources and talents to secure additional federal and state funds to expand upon this highly successful endeavor.

Schenectady County is a community with a rich past and bright future. So many in our community have worked hard to make all of our success possible and have made Schenectady County a great place to work, live, and raise a family.

More information about Schenectady County and employment opportunities are available on the Schenectady County website at:

***[www.SchenectadyCountyNY.gov](http://www.SchenectadyCountyNY.gov)***



Schenectady County Human Resources

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