Serving librarians, staff, and trustees since 1939

Our Mission:

- To provide quality information and activities for all areas of SCLA membership.
- To maintain financial viability to support division, committee, and award activities.
- To respond to the needs of the membership we represent.
- To support and educate all the membership dedicated to this mission.
- To be a premiere Suffolk County association offering a broad range of workshops.

Did You Know?

Career opportunities for Support Staff are available in Public Libraries which include:

Accounting

Administration

Buildings & Grounds

Business Office

Circulation

Community Services

Computers

Publicity

Reference Services

Security

Technical Processing

Web Design

Youth Services

Suffolk County Library Association

Careers in Public Libraries For Support Staff

Suffolk County Library Association

www.scla.net

Email: scla1939@gmail.com

Job Description

Full-time and part-time positions are available in the public library system. Career opportunities can be found in the administrative and business offices, technical and computer services, as well as reference, circulation, buildings and grounds, and security departments.

Administrative Assistants report to the Directors and Assistant Directors of the libraries and their duties may include preparing reports and meeting minutes, handling correspondence, maintaining personnel records and monitoring Civil Service requirements.

Business Office positions can be both clerical and managerial in nature. Duties may include processing payroll, preparing tax returns and W-2's, processing Accounts Payable, reconciling bank statements, preparing financial statements, as well as managing cash flow and investments.

Clerical opportunities include positions in Accounting, Circulation, Technical Processing, Reference (Children's, Young Adult and Adult Departments) and Computer Services.

Custodial opportunities are available in most libraries, with advancements of Custodian I, II and III as well as Head of Building and Grounds.

Security positions are available in many libraries.

Education Requirements

Most positions require a minimum of a high school diploma (or equivalent). Many other positions require college degrees. Suffolk County library support staff may be eligible for scholarships from SCLA when seeking continuing education. In addition to educational requirements, many libraries require Civil Service certification. Check with the library in question for its specific requirements.

Some of the Civil Service examinations that may be required include:

Administrative: Administrative Assistant, Library Project Coordinator, Library Assistant

Business/Accounting: Business Manager I & II, Account Clerk, Senior Account Clerk , Principal Account Clerk

Clerical: Library Clerk, Senior Library Clerk, Principal Library Clerk

Custodial: Custodian I, II and III, Head of Buildings & Grounds

I.T.: Network and System Specialist I and II, Network and Systems Technician I and II

Suffolk County Civil Service

For more information regarding upcoming public exams, contact:
Suffolk County Civil Service
PO Box 6100
100 Veterans Memorial Hwy
Hauppauge, NY 11788
631-853-5500
Fax: 631-853-4796
http://www.suffolkcountyny.gov/departments/

Professional Associations

Suffolk County Library Association (SCLA) http://scla.net
Consider joining multiple SCLA divisions in line with your interests: Young Adult Services, Reference & Adult Services, Computer & Technical Services, Academic & Special Libraries, and Support Staff Division (https://sclassd.wordpress.com/)

American Library Association (ALA)
http://www.ala.org
— Library Support Staff Resource Center
http://www.ala.org/offices/hrdr/librarysupportstaff/library_support_staff_resource_center

New York Library Association (NLYA)
www.nyla.org
— Library Support Staff
https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=416&MenuKey=nomenucms

Most organizations offer discounted rates for students.