



# Port Jefferson Free Library

100 Thompson Street • Port Jefferson, NY • 11777

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portjefflibrary.org

## POSITION AVAILABLE

### Part-Time Adult Services Librarian or Librarian Trainee

The Port Jefferson Free Library is seeking an enthusiastic, energetic and creative customer-service oriented individual. The successful candidate should possess a strong interest and knowledge in adult services.

#### If this describes you, please apply:

- Desire to work as a team player and collaborate with coworkers on projects and programs
- Result-oriented with excellent interpersonal and communication skills
- As an official Passport Acceptance Facility, the viable candidate is required to train and be certified as an official Passport Acceptance Agent
- Proven knowledge of research skills, readers' advisory, and digital literacy
- Ability to work one-on-one and in small groups to instruct patrons on mobile devices, digital services, and electronic resources
- Demonstrate a positive, energetic and enthusiastic attitude toward public service
- A willingness to represent the library at various events throughout the community, devise and run programs, and engage with the public
- Strong time management skills with the ability to work on multiple projects at once
- Strong writing and proofreading skills
- Knowledge of adult programming, local history/archiving, and 3D printing a plus
- Prior experience working with Sierra, Google Applications, Microsoft Office and EventKeeper a plus

#### Requirements:

- A Valid New York State Public Librarian Certificate, an ALA accredited MLS degree or proof of enrollment in an ALA accredited program
- Flexibility is needed and hours may include Monday nights, Wednesday days, 2 weekends per month with 15 hours as the weekly minimum requirement

Interested candidates should submit a resume, cover letter, schedule of availability, and two references by **July 8, 2022 to: Samantha DiGiacomo, Head of Adult Services at [swinter@portjefflibrary.org](mailto:swinter@portjefflibrary.org)**. Port Jefferson Free Library is an association library and has a staff association represented by NYSUT. Competitive salary starts at \$36.20 for a Librarian & a Librarian Trainee at \$25.04. Benefits include NYSHIP health insurance, NYS retirement plan, paid accrued time off and more outlined in the collective bargaining agreement.

*The Port Jefferson Free Library does not discriminate in employment or the provision of services.*