



## **JOB POSTING: Adult Services Librarian (PT)**

Sayville Library is seeking a part-time Librarian for a busy Adult Department.

### **Typical duties and responsibilities:**

- Assist patrons with locating materials, placing holds, renewing books and navigating online resources
- Provide reader's advisory, register patrons for programs, answer phones and reference questions
- Provide computer support and assist patrons with electronic devices
- Participate in collection development and maintenance
- Attend professional meetings & workshops; participate in staff team and committee projects

### **Unique duties and responsibilities:**

- Coordinate and create library displays that promote targeted services, collection subjects, and special events
- Collaborate with other departments to develop, promote, facilitate, and evaluate innovative programs
- Compile bibliographies for print and Library website
- Handle repair shelf items; order replacements as needed
- Assist Program Coordinator with program set up/breakdown and supervision
- Work on special projects and other duties as assigned

Candidates must have an MLS from an ALA accredited Master's program and meet all Suffolk County Civil Service requirements for a Librarian I. Starting pay is \$29.52 hour. Approximately 17 hours per week which includes at least one evening and weekends on a rotating basis.

To be considered for this position please e-mail a cover letter, your resume and two references to Head of Adult Services, Stephanie DiChiara, at [jobs@sayvillelibrary.org](mailto:jobs@sayvillelibrary.org) by July 29, 2022.

The Sayville Library is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.