



POSITION AVAILABLE

Part-Time Librarian I / Librarian Trainee Adult Services (17.5 hours required)

Sachem Public Library seeks an enthusiastic, creative and service-oriented librarian with strong interpersonal skills to join our Adult Services Department.

Job Duties:

- Provide outstanding customer service for patrons at the Reference Desk in-person, on the phone and online through our Live Chat service.
- Assist patrons with technology, public computers, electronic devices, our library app, Libby, Hoopla, etc.
- Have a strong interest and knowledge of adult literature for reader's advisory.
- Proficient in current technologies.
- Provide research and database assistance.
- Plan, organize and facilitate programs utilizing current trends.
- Responsible for collection development, ordering and weeding for assigned areas.
- Assist with one-on-one patron technology appointments.
- Create book and/or media displays.
- Run book or movie discussions in-person, online or offsite as needed.
- Coordinate programming and work collaboratively with other departments & support library-wide initiatives.
- Possess excellent communication and organizational skills.
- Promote and demonstrate library service through community outreach.

Qualifications:

- MLS degree from an ALA accredited school for a Librarian I or actively enrolled in an accredited MLS program with at least 12 credits for a Librarian Trainee.
- This position requires availability on Thursday evenings each week; flexibility to work other nights based on the needs of the department is a plus.
- Saturdays and Sundays are assigned in rotation. Availability for a minimum of two Saturdays per month is required.
- Flexibility to work mornings and afternoons a plus.

To be considered for this position, please send, email or fax your resume and cover letter no later than August 19, 2022.

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