**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Reference & Adult Services Department**

**NOTICE OF POSITION**

**Job Title: Part-time Librarian** **# of Job Notice: 220208-P**

**Date Posted: 08/11/2022** **Closing Date: 08/21/2022**

**Approximate starting date: 09/14/2022**

Please note that only candidates being considered will be contacted.

**DESCRIPTION OF DUTIES:**

The ideal candidate will join a team that prides itself on providing proactive, customer-driven service in an ever-changing public library environment.

The person will be result oriented, have excellent interpersonal skills, and demonstrate a positive attitude. The successful applicant should embrace change and should seek “to make it happen.”

* Commit to providing a customer-centered learning environment that fosters creativity and encourages critical thinking and problem solving.
* Anticipate community needs and trends to ensure library services are used to the optimum.
* Instruct customers on how to use reference sources including books, periodicals, databases, Live-brary, E-books, etc.
* Offer strong technology skills befitting the changing role of the public library.
* Organize, promote, and disseminate a wide range of resources to meet the diverse needs of the community
* Maintain and foster a cooperative and courteous working relationship with the public, peers, and supervisor.
* Effectively communicate ideas and information both in written and verbal form.
* Provide "active listening", making a conscious effort to hear and understand what the customer is saying.
* Demonstrate a positive, energetic, and exciting attitude toward public service.
* Up to 17.5 hours per week. The hours will include morning, afternoon, and evening shifts. Saturdays and Sundays on a rotating basis.

**QUALIFICATIONS REQUIRED:**

Librarian Trainee- Must be enrolled in an accredited MLS Program

Librarian I- Applicants must have a valid MLS Professional Librarian’s Certificate

**STARTING SALARY:**

$22.25 Librarian Trainee/ $24.72 Librarian

Applications must be emailed to: **businessoffice@communitylibrary.org**

**The Mastics-Moriches-Shirley Community Library does not discriminate** **on the basis of race, color, national origin, sex, religion, age or disability, in the employment or the provision of services.**