

**BAY SHORE-BRIGHTWATERS PUBLIC LIBRARY
1 SOUTH COUNTRY RD
BRIGHTWATERS, NY 11716**

Part-Time Librarian I / Librarian Trainee, Adult Services Department

The Bay Shore-Brightwaters Public Library seeks an enthusiastic, flexible, friendly and creative librarian to join our Adult Services team.

Responsibilities and Duties

- Provide reference, research and reader's advisory service at a busy adult services desk.
- Assist patrons in the use of public computers, computer management/printing system, document scanner and copy machine.
- Utilize the Sierra ILS for holds management and program registration.
- Instruct patrons in the use of mobile devices in conjunction with digital services.
- Share responsibility for collection development, programming and outreach services.
- Participate in initiatives to increase the library's commitment to sustainability defined as environmental stewardship, economic feasibility, and social equity.

Qualifications and Skills

- MLS from an ALA accredited library school or completion of a minimum of twelve credits towards the degree.
- Must be available to work a flexible schedule. Shifts will include days, nights and weekends totaling a maximum of 17.5 hours per week.
- Proficiency in current technologies such as email, social media, mobile devices, Google Apps, Microsoft Office, WordPress.
- Ability to provide excellent customer service to all members of the community.
- Ability to work independently as well as successfully on a team.
- Proficiency/Fluency in Spanish preferred.
- Experience in a public library preferred.

To apply for this position email a brief cover letter, resume and the contact information for 3 business references by Friday, September 16, 2022 to:

Andrew Story
Head of Adult Services
astory@bsbwlibrary.org

(Revised August 2022)