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Position Available

Part Time Librarian/Librarian Trainee in Adult and Reference Services Department

There presently exists an opening for an enthusiastic and energetic part-time librarian or librarian trainee in our Adult and Reference Services department. This position consists of 16 hours per week and may include morning, afternoon, evening, and weekend hours in two buildings. The successful candidates should exhibit positive, proactive customer service skills, flexibility, and initiative. The job duties and qualifications include, but are not limited to:

Duties and qualifications:

- ✚ Basic knowledge of, and instruction to patrons, in all library resources including digital and downloadable materials
- ✚ Possess knowledge of emerging technology and current trends in library services
- ✚ Collection development, readers' advisory and program responsibilities will be assigned as required
- ✚ Ability and willingness to collaborate with colleagues as well as work independently

Requirements:

- ✚ MLS from an ALA accredited institution (or presently be enrolled in library school)
- ✚ Valid NYS Public Librarian Certificate (or presently be enrolled in library school)
- ✚ General experience working with the public and diverse communities
- ✚ Excellent communication skills
- ✚ Positive, proactive customer service skills, along with flexibility and initiative
- ✚ Spanish proficiency is a plus

The salary for this position is \$29.74 as per our collective bargaining agreement with built-in annual increases. (Contract is pending. Starting salary may increase once settled.) If Librarian Trainee, salary set by number of credits completed. This is a union position with vacation, sick and holiday pay included. Only candidates selected for further consideration will be contacted.

If interested, please submit a cover letter, and resume by November 18, 2022, to:

Donna Mazovec, Head of Adult & Reference Services at
donna_mazovec@huntlib.org