



Comsewogue Public Library

Where Many Paths Meet

170 Terryville Road, Port Jefferson Station, NY 11776 • Phone: 631-928-1212

Notice of Position

Date Posted: November 8, 2022

Position: Adult Services Part-Time Librarian or Librarian Trainee

Description of Duties:

- Assisting patrons with library computers and personal devices
- Reference and readers advisory
- Collection Development
- Library programming
- Library promotion through events, publications and displays
- Community outreach
- Other duties as assigned

Qualifications:

- MLIS degree or currently enrolled in an ALA accredited library school with minimum of 6 credits
- Available 17.5 hours per week, including nights and weekends
- Strong interpersonal / customer service skills
- Ability to adapt to a constantly changing environment / ability to multitask
- Must be able to make sustainability-conscious workplace decisions
- Knowledge of Sierra a plus
- Strong technology skills

Rate: (2022/23 Fiscal year hourly rate)

- \$30.76/hr. for Librarian I, \$24.31-\$26.77/hr. for Librarian Trainee based on credits.

We invite you to apply by **November 18** for an opportunity to join our motivated team of skilled Librarians in a warm and welcoming environment. At Comsewogue we put an emphasis on training and we support each other in our day to day tasks. We're looking for someone who wants to share our interest in serving our adult patrons and make a positive contribution to our community.

- Submit your cover letter and resume to hr@cplib.org or fax: 631-928-6307

Only candidates selected for further consideration will be contacted.

The Comsewogue Public Library does not discriminate in employment or the provision of services. The Library's Equal Employment Opportunity Policy is found at: <https://www.cplib.org/about/documents/>

The Library is committed to proactive, fair, legal recruitment processes and practices carried out in a professional and welcoming manner. The Library is committed to reducing its impact on the environment.