**Half Hollow Hills Community Library**

**Reference & Adult Services Department**

**Positions Available**

**Part Time Librarian I/Librarian Trainee in Reference & Adult Services Department**

The Half Hollow Hills Community Library is seeking dynamic, and creative individuals to fill part-time positions. The ideal candidates are inspired to work at a 21st Century modern state-of-the-art facility offering cutting-edge services, technology, and programs to an enthusiastic and supportive community.

Excellent interpersonal skills, tact, diplomacy, and a positive attitude are the top attributes sought for the successful candidate. The applicant should embrace the role of the library as a community hub, fostering lifelong learning and curiosity. The ability to complete projects both independently and collaboratively across departments is essential.

* Commitment to providing a customer-centered learning environment.
* Awareness of community needs and trends to ensure library services are efficiently optimized and allocated.
* Assist and instruct patrons on the utilization of reference sources in print and digital formats. Examples include databases, E-books, and internet-based government resources.
* Strong technology skills befitting the role of the public library as an information expert.
* Familiarity and comfort working with mobile devices and apps as well as social media platforms.
* Organize, promote, and disseminate a wide range of library resources to meet the diverse needs of the community by electronic and traditional methods.
* Maintain and foster a cooperative and courteous working relationship with the public and colleagues.
* Practice "active listening", making a conscious effort to hear and understand what patrons are requesting.
* Demonstrate a positive, energetic, and proactive attitude.

The starting salary is $27.63/hr. Positions allows for up to 17.5 hours per week. The hours will include morning, afternoon, and evening shifts as well as Saturdays and Sundays on a rotating basis.

Interested applicants should email a cover letter and resume to: [lmckinley@hhhlibrary.org](mailto:lmckinley@hhhlibrary.org) for consideration.

*The Half Hollow Hills Community Library is a Civil Service library, the position is a part-time and non-competitive vacancy. Applicants do not need to be on a civil service list to apply.*