**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Reference & Adult Services Department**

**NOTICE OF POSITION**

**Job Title: Part-time Librarian** **# of Job Notice: 329110-i**

**Date Posted: 01/25/2023** **Closing Date: 02/07/2023**

**Approximate starting date: 02/23/2023**

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.

Excellent interpersonal skills, tact, diplomacy, and a positive attitude are the top skills sought for this role. The successful applicant should embrace the role of the library as a community center and leader in lifelong learning. The ability to complete projects independently, on time and work collaboratively with a team and across departments is also needed.

* Commit to providing a customer-centered learning environment.
* Stay on top of community needs and trends to ensure library services are used to the optimum.
* Instruct customers on how to use reference sources that are increasingly internet based, including books, periodicals, databases, Live-brary, E-books, government resources, databases etc.
* Offer strong technology skills befitting the role of the public library as information expert including: proficiency in Office suite products, ability to quickly learn library proprietary software such as inventory and catalog functions, expert level comfort with internet use including email, cloud-based storage, and setting up online accounts for numerous services.
* Familiar with mobile devices and use of apps as well as social media.
* Organize, promote, and disseminate a wide range of library 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 willing 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.

Mastic Moriches Shirley library serves the William Floyd school district encompassing four towns: Mastic, Mastic Beach, Shirley, and Moriches with a combined population of about 55,000 residents. Recent demographic changes include an influx of recent immigrants, resulting in approximately 42-46% ESL enrollment in schools. Area workforce is primarily blue collar, retail management and service sector with the school district being the largest employer, followed by the library and Brookhaven town. Residents take pride in local history, with the town boasting several significant revolutionary war heroes. Access to nature is also highly valued, with two bay and an Ocean beach, a national wildlife refuge and a wooded county park all within the community and highly used. The library is in the middle of a significant expansion project that includes building 2 neighborhood branches and a complete remodeling of the main 40,000 Sq. ft. building scheduled for completion in 2024. Candidates may be scheduled at one of three locations or outdoors at community locations.

**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**](mailto: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.**