



Emma S. Clark Memorial Library

120 Main Street
Setauket, NY 11733-2868
631.941.4080

www.emmaclark.org

"The Heart of the Three Village Community"

Part-Time Librarian or Trainee Position Available

The Emma S. Clark Memorial Library is seeking an energetic, service-oriented librarian to join a dynamic Adult Services team. The successful candidate will be working regular weekday morning (10 a.m.-2 p.m.) and/or afternoon (2-6 p.m.) shifts in addition to approximately one Saturday and one Sunday per month for an average 10-15 hours per week. Scheduling flexibility, especially on weekday afternoons is a plus.

Qualifications:

- MLS (or equivalent) degree or current enrollment in an ALA-accredited library school pursuant to such a degree
- Strong communication skills and public service orientation
- Technology skill set appropriate for an information professional in today's constantly changing environment
- Comfort using, and assisting others in using, computers and mobile devices to access library services and information
- Ability to work both independently and as an integral part of a team

Duties Include:

- Providing reference assistance and reader's advisory services by competently searching a broad range of print and electronic resources
- Training and assisting patrons to function in the digital age and to access online library services from a variety of portable devices

Compensation: \$33.61/hour Mondays – Saturdays
 \$50.42/hour Sundays

Trainee salary commensurate with credits completed.

This is not a civil service position. Interested candidates should submit a resume and cover letter by **Tuesday, March 7**, to Joan Kahnhauser, Head of Adult Services, joan@emmaclark.org, using the subject line ***Part-Time Position***.