

**BAY SHORE-BRIGHTWATERS PUBLIC LIBRARY  
1 SOUTH COUNTRY RD  
BRIGHTWATERS, NY 11716**

**Part-Time Librarian I / Librarian Trainee, Adult Services Department**

The Bay Shore-Brightwaters Public Library seeks an enthusiastic, flexible, friendly and creative librarian to join our Adult Services team.

**Responsibilities and Duties**

- Provide reference, research and reader's advisory service at a busy adult services desk.
- Assist patrons in the use of public computers, computer management/printing system, document scanner and copy machine.
- Utilize the Sierra ILS for holds management and program registration.
- Instruct patrons in the use of mobile devices in conjunction with digital services.
- Share responsibility for collection development, programming and outreach services.
- Participate in initiatives to increase the library's commitment to sustainability defined as environmental stewardship, economic feasibility, and social equity.

**Qualifications and Skills**

- MLS degree from an ALA accredited school for a Librarian I or actively enrolled in an accredited MLS program with at least 12 credits completed for Librarian Trainee.
- The schedule for this position will be up to 17.5 hours per week and will include Monday evening, Friday, at least one Saturday per month and an occasional Sunday.
- Proficiency in current technologies such as email, social media, mobile devices, Google Apps, Microsoft Office, WordPress.
- Ability to provide excellent customer service to all members of the community.
- Ability to work independently as well as successfully on a team.
- Proficiency/Fluency in Spanish preferred.
- Experience in a public library preferred.

To apply for this position email a brief cover letter, resume and the contact information for 3 business references to:

Andrew Story  
Head of Adult Services  
[astory@bsbwlibrary.org](mailto:astory@bsbwlibrary.org)

(Revised 3/1/2023)