



POSITION AVAILABLE

Part-Time Librarian I / Librarian Trainee Adult Services (17.5 hours)

Sachem Public Library seeks an enthusiastic, creative, and service-oriented librarian with strong interpersonal skills to join our Adult Services Department.

Job Duties:

- Provide outstanding customer service for patrons at the Reference Desk in-person, on the phone, and online through our Live Chat service.
- Assist patrons with technology, public computers, electronic devices, our library app, Libby, Hoopla, etc.
- Provide research and database assistance to patrons.
- Plan, organize and facilitate programs utilizing current trends.
- Responsible for collection development; ordering and weeding for assigned areas.
- Assist with one-on-one patron technology appointments.
- Create book and/or media displays.
- Run book or movie discussions in-person, online or offsite as needed.
- Coordinate programming, work collaboratively with other departments & support library-wide initiatives.
- Promote and demonstrate library services through community outreach.
- Participate in the library's passport program and support the library's sustainability goals.

The ideal candidate should possess:

- A strong interest and knowledge of adult literature for reader's advisory.
- Proficiency in current technologies.
- The ability to work well with others, be self-motivated and a team player.
- Possess excellent communication and organizational skills.

Qualifications: MLS degree from an ALA accredited school for a Librarian I or actively enrolled in an accredited MLS program with at least 12 credits for a Librarian Trainee.

Schedule: This position requires availability during the day and at least one evening per week. Saturdays and Sundays are assigned in rotation. At least two Saturdays per month is required.

Salary starts at \$26 per hour.

To be considered for this position, please email, or fax your resume and cover letter no later than March 15, 2023.

Cara Perry, Head of Reference Services
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