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PT Librarian/Librarian Trainee in Adult and Reference Services Department

There presently exists an opening for an enthusiastic and energetic part-time librarian or librarian trainee in our Adult and Reference Services Department. This position consists of 16 hours per week and may include morning, afternoon, evening, and weekend hours in two buildings. The successful candidates should exhibit positive, proactive customer service skills, flexibility, and initiative.

General responsibilities include but are not limited to:

- Knowledge of, and instruction to patrons, in all library resources including digital and downloadable materials.
- Possess knowledge of emerging technology and current trends in library services.
- Collection development, readers' advisory and program responsibilities will be assigned as required.
- Develop displays, bibliographies, and other materials.
- Willingness to participate in community outreach events.
- Ability and willingness to collaborate with colleagues as well as work independently.
- Additional duties and responsibilities will be assigned as needed.

Qualifications

- MLS from an ALA accredited institution and valid NYS Public Librarian Certificate (or presently be enrolled in library school.)
- General experience working with the public and diverse communities.
- Spanish proficiency is a plus.

The salary for this position is \$29.74 for Librarian I with annual step increase on July 1st. Trainee salary is set by the number of credits completed. This is a union position with vacation, sick, holiday and personal time included.

If interested, please submit a cover letter, resume and references by April 21, 2023, to:

Donna Mazovec, Head of Adult & Reference Services
donna_mazovec@huntlib.org