



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

The Bay Shore-Brightwaters Public Library seeks an enthusiastic, flexible, friendly and creative librarian or trainee to join our Adult Services team. The schedule for this position will be up to 17.5 hours per week and will include full or half day shifts between the hours of 9-5 and/or 10-6 Monday through Friday, at least one Saturday per month and an occasional Sunday.

Starting Salary: Librarian I (\$26.50 per hour)/ Librarian Trainee (\$24.50 per hour)

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.
- 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