



# Port Jefferson Free Library

100 Thompson Street • Port Jefferson, NY • 11777

(631)473-0022 • Fax: (631)473-4765

[portjefflibrary.org](http://portjefflibrary.org)

## POSITION AVAILABLE Full-Time Adult Librarian

### Duties

The Port Jefferson Free Library is seeking a forward thinking, friendly, customer service oriented individual.

### Qualifications

MLS from an ALA-accredited Institution and a valid NYS Public Librarian Certificate. Ability to work one night per week and one to two Saturdays per month are required.

### Possession of the following skills is beneficial:

- Providing reference services, reader's advisory services, referral services, and instructional services to a diverse population at a busy Reference Desk.
- Must have a sound knowledge of social media, and media trends
- Ability to work as a team.
- Strong communication skills and public service orientation.
- Technology skill set appropriate for an information professional in today's constantly changing environment with 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.
- Share responsibility for collection development and programming with an emphasis on outreach services.
- Prior experience planning bus trips and other large events.
- Passport Agent experience or a willingness to be trained for this required duty.
- 3-D printing knowledge.

### Benefits/Salary

We offer a highly competitive salary starting at \$36.92/hour or higher based on experience. Port Jefferson Free Library is an association library and has a staff association represented by NYSUT. Benefits include NYS retirement plan, paid accrued time off and more outlined in the collective bargaining agreement.

### Please email your resume and references by October 11, 2023 to:

Erin Schaarschmidt  
Head of Adult Services  
[erin@portjefflibrary.org](mailto:erin@portjefflibrary.org)

**PORT JEFFERSON FREE LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER.**