



Comsewogue Public Library

Where Many Paths Meet

170 Terryville Road, Port Jefferson Station, NY 11776 Phone: 631-928-1212

Notice of Position

Position: Part-Time Librarian or Librarian Trainee

Department: Adult Services **Date Posted:** October 30, 2023

We invite you to apply for an opportunity to join our motivated team in a warm and welcoming environment. At Comsewogue we put an emphasis on training and we support each other in our day-to-day tasks. We're looking for someone who shares our interest in serving our patrons and make a positive contribution to our community.

Qualifications & Requirements:

- MLIS degree or currently enrolled in an ALA-accredited library school
- Proficiency with technology, including personal devices, computers, databases and online resources
- Strong interest and knowledge of adult literature and collection development
- The ability to plan, organize and facilitate library programs
- Proficiency in marketing programs and services through flyers, displays, posters and library-approved social media accounts
- Excellent interpersonal and customer service skills including a professional, positive, and approachable demeanor
- Ability to adapt to a constantly changing environment / ability to multitask
- Ability to make sustainability- conscious workplace decisions
- Provide equitable delivery of library services to all people
- Participate in large scale and outreach events which may include assisting the community with library resources, promoting the library brand and value of the library to the community

Hours:

Up to 17.5 hours per week, including nights and weekends

Rate:

- \$31.37/hr. for Librarian I, \$24.80-\$27.31/hr. for Librarian Trainee based on credits.

Submit your cover letter and resume to hr@cplib.org or fax 631-928-6307 by November 7th.

Only candidates selected for further consideration will be contacted.

The Comsewogue Public Library does not discriminate in employment or the provision of services. The Library's Equal Employment Opportunity Policy is found at: <https://www.cplib.org/about/documents/>. The Library is committed to proactive, fair, legal recruitment processes and practices carried out in a professional and welcoming manner. The Library is committed to reducing its impact on the environment.