

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
ADULT REFERENCE DEPARTMENT**

NOTICE OF POSITION

Job Title: Part-Time Librarian I or Librarian Trainee

Job Notice #: RASD42026110P

Date Posted: January 14, 2024

Closing Date: January 28, 2024

Approximate starting date: February 13, 2024

The Mastics-Moriches-Shirley Community Library is a dynamic, community-focused modern library with two newly renovated facilities. Our new spaces are flexible, and thoughtful in design, providing an ideal space for multi-generational connections and gatherings. We are a strong community with great cultural diversity; resilient, kind, and passionate about learning new skills and technologies. We are seeking individuals who embrace all these qualities with positivity and inspire lifelong learning in our community.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Provides professional front-line reference and readers' advisory and referral services.
- Assists library patrons with computers and other electronic devices; delivers one-on-one technology instruction.
- Assists with collection development.
- Promotes library services and programs and creates displays to market library materials.
- Educates patrons in searching for information using online databases or the library catalog.
- Assists in developing and expanding library programs.
- Ability to communicate effectively, both orally and in writing, providing outstanding customer service.
- Collaborates with other staff/departments to plan, promote, and present library programs.
- Ability to exercise initiative, sound judgment and discretion in performance of duties.
- Responds to patrons' comments and concerns in a professional manner.
- Establishes and maintains effective working relationships with co-workers, library patrons, and community partners.

- Interprets, explains and upholds library policies and procedures when needed.
- Performs other duties/projects as assigned.

EDUCATION AND EXPERIENCE REQUIRED:

- MLS or MLIS from an ALA accredited Institution and a New York State Public Librarian's Professional Certificate are required at time of employment for a Librarian I position.
- Proof of enrollment in an accredited MLIS Program is required for consideration for a Librarian Trainee Position.
- Knowledge of commonly used applications and software including Microsoft Office.

STARTING SALARY:

\$22.25 Librarian Trainee/ \$24.72 Librarian

If you are interested and qualify, submit your application online at businessoffice@communitylibrary.org

The Mastics-Moriches-Shirley Community Library does not discriminate based on race, color, national origin, sex, religion, age or disability, in the employment or the provision of services.