



145 Pidgeon Hill Road, Huntington Station, NY 11746. Phone (631) 549-4411

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### **Notice of Position**

Date Posted: October 14, 2024

Position: Part-Time Entry Level Librarian/Trainee

Department: Adult Services

Application Closing Date: November 1, 2024

### **Description of Duties:**

- Provide reference services and resource recommendations.
- Promote our collections and reading through readers advisory and themed displays.
- Provide personal assistance with public computers and downloadable services.
- Contribute to department's goal to build and maintain the collection, ensuring it is diverse, current, relevant, and meeting the needs of the community.

### **Qualifications:**

- MLS from an ALA accredited library school or enrollment in an ALA accredited library school.
- Hours will include days, evenings and weekends. On-call flexibility is preferred.
- Strong technology skills, including MS Office, Google Workspace, PCs, Macs, tablets, and e-readers.
- Demonstrates ability to work as part of a team.
- Excellent customer service and communication skills.

**Rate:** The starting salary for a Librarian I is \$32.26 per hour. The salary for a Librarian Trainee starts at \$26.06 per hour, and increases with credits completed towards an MLS degree.

Interested candidates may apply in writing by sending a completed [job application](#), cover letter, and resume to:

Howard Spiegelglass, Head of Adult Services  
South Huntington Public Library  
145 Pidgeon Hill Road  
Huntington Station, NY 11746  
Fax: 631.547.6912  
Email: [hspiegelglass@shpl.info](mailto:hspiegelglass@shpl.info)

*Only candidates selected for further consideration will be contacted.*

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*The South Huntington Public Library is an Equal Employment Opportunity Employer. Applications will be accepted until the position is filled, however those received prior to November 1, 2024 will be given priority consideration.*