

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Digital Services Department**

NOTICE OF POSITION

Job Title: Part-time Librarian I or Trainee
Date Posted: 10/31/2024

of Job Notice: DSD0102524G
Closing Date: 11/14/2024

Description of Duties:

The ideal candidate will join a team committed to delivering cutting-edge, technology based services to our patrons with a high level of professionalism. The person should be interested and proficient in emerging technologies, including library digital media and be able to communicate their knowledge in one-on-one and classroom settings. Applicants will:

- Work up to 17.5 hours per week, including nights, weekends and holidays (when the library is open)
- Assist patrons using library digital media services including: eBook/eAudiobook lending, streaming music/movies and magazine downloads.
- Provide reference services in person and online.
- Knowledge of different maker space equipment such as 3d printers and Cricut
- Possess familiarity with tablets and other mobile devices, particularly Android and iOS.
- Demonstrate skills using social media, including Facebook, Instagram and YouTube.
- Be organized and able to work on multiple projects simultaneously.
- Maintain and foster a cooperative and courteous working relationship with the public, peers and supervisor.
- Convey enthusiasm in promoting library digital services.
- Possess problem solving skills, particularly when troubleshooting library digital media and patron hardware/software.

Qualifications Required:

Librarian I must have an MLS and a valid New York State Public Librarian’s Professional Certificate; Librarian Trainee applicants must be currently enrolled in an ALA-accredited library school.

Salary/Wage: \$22.25 Librarian Trainee/ \$24.72 - \$39.35 Librarian based on experience

Applications may be mailed or dropped off at the Business Office during normal business hours ; or scanned and emailed as an attachment to employment@communitylibrary.org

Please note: Only prospective candidates will be contacted

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