



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:** December 12, 2024

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 making a positive contribution to our community.

Essential Job Functions & Responsibilities:

- Strong interest and knowledge of adult literature and collection development
- The ability to plan, organize and facilitate library programs for adults
- 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 assist patrons with technology, including personal devices, computers, databases and online resources
- 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

Education & Experience Required:

- MLIS degree with a NYS Public Librarian's Professional Certificate or currently enrolled in an ALA-accredited library school
- Knowledge of commonly used library applications and software.

Hours:

Up to 17.5 hours per week, including nights and weekends

Rate:

- \$32.00/hr. for Librarian I, \$25.30-\$27.85/hr. for Librarian Trainee based on credits.

Submit your cover letter and resume to hr@cplib.org or fax 631-928-6307 by December 31, 2024. **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.