



Westhampton Free Library  
Westhampton Beach, NY

### Part-Time Adult Reference Librarian/Trainee/Librarian Assistant Leave Replacement

Salary: Librarian - \$29.28/hr  
Librarian Trainee - \$22.67/hr  
Librarian Assistant - \$22.57/hr

Status: Leave Replacement - up to 29.5 hrs/wk  
(Multiple positions may fill these hours)

Posted: 2/7/25

Anticipated Vacancy: 3/3/25

Deadline to Apply: 2/21/25

An employee in this class performs professional level librarian duties or librarian assistant duties in one or more areas of a public library. The work is reviewed by the Head of Reference and Adult Services through conferences, reports, and observation. The employee is responsible for a variety of clerical, data entry, and communication functions in accomplishing library services. Will require evening shifts and weekend shifts as needed.

Librarian reports to the Head of Reference and Adult Services.

Duties may include:

- Provide readers' advisory and guidance services to library patrons.
- Provide library informational, reference, and referral services.
- Assist patrons in locating materials.
- Assist patrons in proper use of OPAC, research databases, and other online tools.
- Perform routine cataloging and classification of library materials.
- Contribute to collection maintenance, including weeding and suggesting titles to order.
- Conduct book talks and multimedia programs within the library and liaison activities with community groups.
- Prepare library exhibits, displays, and publicity materials for library programs.
- Attend in-service training sessions to keep informed of professional developments.

- Answer phones, direct calls, and take messages when necessary.
- Locate and retrieve materials from shelves and storage.
- Assist in keeping desk and storage closets neat and organized.
- Create flyers, bookmarks, bibliographies, and other promotional material.
- Attend staff and departmental meetings.
- Communicate problems to supervisor, Librarian in Charge, or Director.
- Inform administrative assistant when supplies are low and restock as needed.
- May work on special or ongoing projects.
- Other duties as assigned

#### Desired Knowledge, Skills and Abilities

- Library computer experience, including Sierra.
- Ability and desire to provide excellent customer service to patrons and to communicate effectively with them.
- Ability to establish effective working relationships with coworkers.
- Ability to follow written and oral instructions.
- Ability to work with details and to compare information with a high degree of accuracy.
- Ability to understand and explain policies and procedures relating to membership.
- Ability to work in a fast-paced environment and to stand or sit for extended periods of time at a computer or a desk.
- Ability to work with deadlines and interruptions.
- Ability to deal tactfully and courteously with others.
- Ability to use independent judgment and decision making.
- Good clerical skills including basic computer knowledge.
- Good knowledge of the principles and practices of clerical routines as they pertain to libraries.
- Good organizational skills.
- Good verbal, reading, arithmetic, and writing skills.
- Reliability and the ability to work a flexible schedule if needed.

Minimum Qualifications: Possession of or in progress of obtaining a Master's Degree in Library Science (MLS), Master's Degree in Library and Information Science (MLIS), or a Master's Degree of Science in Information (MSIS) from a library school that is accredited by the American Library Association or registered by the New York State Education Department.

Please send resume and cover letter to Mara Zonderman, Head of Reference and Adult Services, at [maraz@westhamptonlibrary.org](mailto:maraz@westhamptonlibrary.org).