



Mattituck-Laurel
LIBRARY

PO Box 1437
13900 Main Rd.
Mattituck, NY 11952
631-298-4134
www.mattitucklaurellibrary.org

Part - Time Library Assistant – Adult Services Department

15 - 25 hours per week. Includes weekdays, evenings and rotating weekends, as needed.

Duties Include:

- Provides direct service to patrons.
- Serving the community with a focus on the Library's mission and values.
- Assists the adult services department with tasks such as weeding, seed library, obituaries, newspapers, reminder calls and room set up.
- This position also serves as a backup for the Circulation and Youth and Parenting departments during times of staffing shortages.
- Outreach, community engagement, volunteer coordination, interlibrary loan services.
- Working to promote resources and offerings in accordance with the Library's mission, strategic plan, goals, and objectives.
- Assisting Library users of all ages and abilities in utilizing a variety of Library resources and services.
- Providing basic instruction for use of the Library's public access catalog, technology, and other resources and services to people of all ages and abilities.
- Enforcing and adhering to Library policies and procedures.
- Other duties as assigned.

Education & Experience:

- Degree equivalent experience: High School Diploma or equivalent required, some secondary education preferred.
- Years of experience: At least 1 year of customer service experience required. At least 1 year of library experience preferred.
- Specialized training in: customer service, library service
- Certification: none
- Hourly rate: \$18.00

Please email employment@mattlibrary.org with a filled out job application available at <https://www.mattitucklaurellibrary.org/about/employment> and/or your resume.