

**Adult Reference Librarian/Trainee**

The Adult Reference Department is looking for a Librarian/Librarian Trainee to work the reference desk in a large-sized public library. The ideal candidate will be comfortable working as part of a large team in a busy environment. They will have good organizational skills, reference interview skills and research skills. Additional language proficiency in Spanish, French, Creole, Hindi or Urdu is welcome but not required.

**Schedule:**

* 17.5 hours a week
* Evening and weekend hours are required.

**Responsibilities to include:**

* Creating a welcoming customer experience that drives good customer service.
* Providing reader’s advisory and reference assistance using print, non-print, and electronic sources
* Assisting patrons with technology, including but not limited to; computers, tablets, scanners, copiers, e-readers, Library provided mobile apps.
* Performing librarian-related tasks necessary to meet department needs.

**Qualifications:**

* Librarian 1 must possess an MLS from ALA accredited program and NYS Librarian Certificate
* Librarian Trainee must be enrolled in accredited graduate program.
* Excellent organizational skills.
* Strong written and oral communication skills.
* Library or Retail experience preferred.

**Salary:**

* The salary range is $30.79-$34.88 per hour based on degree completion.
* Vacation, Sick and Holiday after 1 year of service.

Review of applications will begin immediately, and it will continue until the position is filled. Applications received by 08/01/2025 will be given preference. To apply, email a cover letter and resume to [kbrewi@brentwoodnylibrary.org](mailto:kbrewi@brentwoodnylibrary.org). No telephone inquiries or faxed applications accepted.

