



The Commack Public Library is seeking an enthusiastic, community-focused, tech-savvy professional to join our Adult Services Department as a part-time reference librarian.

Responsibilities

- Provide excellent reference service using print and digital resources
- Perform Reader's Advisory for educational needs, enrichment activities, and reading enjoyment
- Promote digital literacy and provide technology instruction to adult patrons
- Assist with the development of the adult print and media collections by identifying needs and making recommendations to the Head of Reference
- Produce bibliographic aides such as reading lists, bibliographies, and resource guides
- Develop content for the library's social media accounts
- Create eye-catching and engaging book and media displays to promote library collections
- Perform related duties as required

Required Education & Experience

- ALA-accredited Master's degree in Library and Information Studies
- Valid Public Librarian's Professional Certificate issued by the State of New York

Required Skills

- Excellent customer service skills and the ability to work well with a diverse library community
- Strong Reader's Advisory skills and knowledge of Adult and New Adult literature
- Demonstrated interpersonal, oral, and written communication skills
- Ability to work independently and as part of a team
- Strong aptitude for teaching technology skills and troubleshooting technical issues
- Strong computer and technology skills, including, but not limited to, MS Suite, Canva, Google applications, PCs, scanners, copiers, and e-reader devices
- Demonstrated knowledge of computer services, including online searching, social media, reference resources, Sierra, VEGA, and Live-brary databases

This position is available for up to 17.5 hours per week, including at least one night per week and two Saturdays per month. Additional hours will vary as needed. Starting salary: \$30.49

Interested candidates should e-mail their resume, cover letter and 2 professional references to Joanne Albano, Library Director at jalbano@commackpubliclibrary.org by Friday, September 5, 2025.