



1125 Broadway, Hewlett NY 11557
(516) 374-1967 www.hwpl.org

POSITION: Part-time Adult Services Librarian I (Non-competitive)

The Hewlett Woodmere Public Library is currently seeking an enthusiastic part-time librarian dedicated to public service to work up to 17 hours a week. This position will include coverage at the Information and Reference Desks, and will include nights as well as a Saturday rotation; Sunday hours are also available. This position reports directly to the Head of Reference/Librarian III.

Responsibilities:

- Assists patrons of all ages with locating materials in both departments providing general and in-depth reference services using a variety of print and online resources, both in-person and by phone.
- Registers patrons on online programs; experience with LibCal software a plus.
- Assists patrons with computer/technology items and mobile devices including eReaders, apps, etc.
- Reserves/checks out museum passes.
- Assists with collection development; selects and orders library materials using online resources; weeds subject areas as assigned.
- Other projects as assigned.

Qualifications:

- MLS Degree from an ALA-accredited program.
- NYS Professional Librarian Certificate.
- Must be a Nassau County resident.
- Ability to work independently and as part of a team.
- Ability and willingness to learn new emerging technologies.

Hourly Wage:

Salary range is \$30.84.-\$38.00 per hour depending on experience and qualifications. This is a non-competitive Civil Service position. You do not need to be on a Civil Service list and candidates will not be removed from any Civil Service list. The Hewlett-Woodmere Public Library is a member of the NYS Retirement System.

**To apply, please send resume and three references to:
Tina Gandolfo, Personnel Clerk, email: tgandolfo@hwpl.org**

No phone calls please. The position is open until filled.