



19 Whippoorwill Road East
Armonk, NY 10504
www.northcastlelibrary.org

Position open: Hourly Librarian

Are you looking for additional hours to work within the Westchester Library System?

The North Castle Public Library is seeking an energetic, customer service oriented person to work evening and weekends at both Armonk and North White Plains Branch. This position is divided between Adult and Youth Services in both the Armonk facility as well as our branch in North White Plains. Working knowledge of Evergreen a plus.

Duties/Description:

This a 16.5 maximum hour work week, including weekends and evenings as required. Salary: entry at \$23 per hour. The North Castle Public Library serves the cultural, educational, and community needs of the residents of Armonk, Bedford, Banksville and North White Plains providing quality materials, programs, and services in a welcoming and user friendly environment.

Skills/Requirements:

Provides reference and reader's advisory services.

Able to engage with patrons of all age groups with high level of customer service skills

Able to lead groups and communicate effectively to a variety of audiences and age levels.

Familiar with collection development, including ordering procedures, weeding, cataloging, classification, and record editing.

Possesses strong computer skills with the ability to use a variety of digital devices and e-resources.

Performs online database searches and search training.

Designs and produces public relations and library instruction materials.

Serves as a liaison in libraries, and community organizations.

Maintains awareness of new developments and trends in the field through professional journals, workshops, conferences, and seminars.

Prepares statistical and/or narrative reports, memoranda, and correspondence.

May supervise the work of clerical, paraprofessional, and volunteer personnel in assigned tasks.

Able to enforce library rules and regulations, maintain a calm and pleasant room atmosphere.

Performs related duties as required.

Minimum Training and Qualifications:

Master's Degree in Librarianship from an American Library Association accredited school,

Demonstrated commitment to excellence in public service; experience creation and facilitation of programming preferred.

Familiarity with Evergreen, Wordpress, MS Office, iOS, Kindle, or Android a plus.

Special Requirement:

Possession of a New York State Public Librarians professional certificate

Special Requirement:

Looking for a team Player!

Send resume to:
North Castle Public Library
Contact: Edie Martimucci
ediem@wlsmail.org