



## **Full Time Librarian I**

The Mamaroneck Public Library is seeking a flexible, dynamic, tech-savvy full time reference librarian who enjoys serving the public to work in one of the busiest adult reference departments in Westchester County.

### **About the Position**

This is a FT position. Hours include evenings and weekends.

### **Responsibilities**

Provides Reference desk support including reader's advisory, reference services, and computer support.

Participates in collection development activities.

Identifies opportunities to develop, plan, and implement adult programs that meet the needs of the community and support the libraries mission.

Other special projects and duties assigned by the Library Director in support of the library's mission.

### **Education/Qualifications**

MLS or MLIS from an ALA-accredited University

NYS Public Librarian Certification or ability to become certified.

### **Compensation:**

Salary of \$51,000 to \$55,000 depending on experience with an attractive benefits package.

### **Important:**

Placement in this position is subject to Westchester County Department of Human Resources (Civil Service) approval as a Librarian I.

### **How to apply**

Please email resume and cover letter to:

Trish Byrne, Head of Adult Reference, [tbyrne@wlsmail.org](mailto:tbyrne@wlsmail.org)

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## **APPLYING FOR WESTCHESTER CIVIL SERVICE**

1. Apply online with the Westchester County Department of Human Resources (civil service) to get on the appropriate list - Librarian I. There is a \$40 fee.
2. **Instructions:**

<https://humanresources.westchestergov.com/applying-online>

### **Exam List:**

[https://exams.westchestergov.com/webexam/CR/LIBRARY\\_SERVICES/listOpenToAllExams.htm](https://exams.westchestergov.com/webexam/CR/LIBRARY_SERVICES/listOpenToAllExams.htm)

### **Exam details:**

<https://www.westchestergov.com/hr/onlineexam/CR/OC/62705.htm>

After you apply you will receive a letter saying you are eligible to take the "exam," which is really just an evaluation by way of a detailed questionnaire about the applicant's education, training and employment background. The higher the score the easier a permanent placement is, so elaborate as much as possible about all librarian duties and experience, plus all the conferences and training attended. 3. The scoring of the exam can take anywhere from 4-12 weeks. Any start date will depend on when the exam results are released and where you place on the Civil Service list for the exam you took (Librarian I).