



Part-Time Entry Level Librarian / Trainee Position Available

Description:

The South Huntington Public Library is seeking a highly motivated and customer-service oriented librarian or librarian trainee to fill a part-time position in the Adult Services department. The successful candidate should possess an enthusiasm for public service, as well as knowledge and appreciation of books, audiovisual materials, online resources, and technology. Hours will include days, evenings and weekends. On-call flexibility is preferred. The starting salary for a Librarian I is \$31.47 per hour. The salary for a Librarian Trainee starts at \$25.42 per hour, and increases with credits completed towards an MLS degree.

Duties:

- Provide reference services and resource recommendations.
- Promote our collections and reading through readers advisory and themed displays.
- Contribute to department's goal to build and maintain the collection, ensuring it is diverse, current, relevant, and meeting the needs of the community.
- Provide technology assistance with public computers and downloadable services.

Qualifications:

- MLS from an ALA accredited library school or enrollment in an ALA accredited Library and Information Studies master's degree program.
- Knowledge of computer services, including online searching and reference resources and databases.
- Effective interpersonal, oral, and written communication skills.
- Strong organization and planning skills, including the ability to perform multiple projects or tasks simultaneously.
- Demonstrates ability to work as part of a team.
- Strong computer and other related technology skills, including MS Office, Google applications, PCs, Macs, tablets and e-readers.

Interested candidates may apply in writing by sending a resume and cover letter to:

Howard Spiegelglass, Head of Adult Services
South Huntington Public Library
145 Pidgeon Hill Road
Huntington Station, NY 11746
fax: 631.547.6912
email: hspiegelglass@shpl.info

The South Huntington Public Library is an Equal Employment Opportunity Employer. Applications will be accepted until the position is filled, however those received prior to November 18, 2022 will be given priority consideration.