

## OPEN POSITION

# Part Time Librarian/Trainee Childrens Department

The Great Neck Library is seeking friendly, energetic, highly motivated part-time librarian/trainee to provide excellent customer service to children and parents. The successful candidate must be friendly, hard-working and knowledgeable about children's literature, digital services and video gaming with ability to work a flexible schedule.

### Duties and Responsibilities include:

- Provide reference, research and reader's advisory service to parents and children in a busy four location library system
- Collection Development and Book Displays
- Possess a hands-on, working knowledge of digital services and library download services on various devices and be comfortable showing and promoting these services
- Work independently and collaboratively on projects and programs
- Position may involve prolong periods of sitting and lifting of up to 25 lbs.
- Other duties as assigned

### Qualifications & Experience Required:

- MLS or MLIS from ALA accredited institution
- New York State Public Librarian's Professional Certificate required at time of employment
- Experience working with children (birth – 6<sup>th</sup> grade) and parents
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### Schedule:

Part Time- includes Days, Nights and Saturdays. Sundays as needed.

**Starting Salary Range:** Part Time: \$27.00 per hour Librarian; Trainee \$22.00 per hour

This is a Union position and is non-civil service.

**Reply with resume, cover letter, completed GNL employment application (found here - <https://greatnecklibrary.org/employment/>) and references by January 2, 2023**

Great Neck Library

159 Bayview Ave.

Great Neck, NY 11023

[employment@greatnecklibrary.org](mailto:employment@greatnecklibrary.org)

*No Phone Calls Please*

*The Great Neck Library is an Equal Opportunity Employer.*



Scan the QR code for more information on employment at GNL,  
or visit [greatnecklibrary.org/employment](https://greatnecklibrary.org/employment)