

OPEN POSITION

Part Time Librarian or Trainee

Reference Department

The Great Neck Library is seeking an energetic, detail oriented, service driven Librarian/Trainee in the Reference Department for a very active, culturally diverse library system in a highly educated community. The successful candidate will assist patrons in finding books, other materials, and information both on-line and in print, reader's advisory, digital services, collection development and adult programming. Excellent interpersonal, communication and professional skills are a must.

Duties and Responsibilities include:

- Database searching, computer assistance, resource selection and collection development, book discussions and book displays.
- Position may involve prolonged periods of sitting and lifting of up to 25 lbs.
- Other duties as assigned

Qualifications & Experience Required:

- Knowledge of First Search, Microsoft Word and Excel preferred
- MLS or MLIS from ALA accredited institution or completion of 12 credits towards the degree
- For Librarians-New York State Public Librarian's Professional Certificate required at time of employment

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

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