



WESTBURY MEMORIAL PUBLIC LIBRARY
westburylibrary.org
445 Jefferson Street
Westbury, New York 11590
Phone (516) 333-0176
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Non-Competitive Part-Time Librarian I

The Westbury Memorial Public Library is seeking a part-time Non-Competitive Librarian I for our busy Children's Building

Job Description

- Report to the Head of Children's Library to ensure successful operation of the Children's Department.
- Provides reference and readers' advisory services to community members of all ages.
- Assists library visitors in conducting research and locating resources.
- Responds to telephone and in-person requests for information and research at a public Information/Reference Desk.
- Using SIERRA, the Library's automated circulation system, searches for material, manages patron accounts and creates new memberships.
- Register and assist children with public computer use.
- Assists in programming as needed.
- Responsible for the Children's Library on evenings and Saturdays in the absence of professional department heads.
- Perform miscellaneous other tasks as requested by the Head of Children's Library.
- Flexibility a must.
- \$28.00 per hour
- Includes evenings and every other Saturday

Resumes should be emailed to Tracy Horodyski, Director at tracyhorodyski@westburylibrary.org by Friday, April 14, 2023.

The Westbury Memorial Public Library is an Equal Opportunity Employer.