



South Country Library  
22 Station Road  
Bellport, NY 11763

## Reference Department Full Time Librarian I - Adult Program Coordinator

The South Country Library, located in Bellport Village, is looking for a dynamic, enthusiastic librarian to work in our collaborative, service-oriented Reference Department.

### Job Responsibilities:

- Plan, schedule and conduct in-person and virtual adult programs as well as oversee the adult program budget.
- Provide Reference Desk coverage to a diverse community, including but not limited to reader's advisory, assistance with library e-resources, Microsoft Office and Google Workspace. Attend meetings related to programming and Reference services.
- Collection development for assigned adult sections.
- Other duties as assigned.

### Requirements:

- Master's degree in Library Science from an ALA accredited library school, or be enrolled and have completed at least 12 credits.
- Professional library experience required; programming experience a plus.
- 35 hours per week; some evenings and Saturday rotation; Sundays are optional (pay is double time).
- Excellent communication and customer service skills.
- Ability to work well independently and as part of a team.

### Salary & Benefits:

- Librarian I: \$54,017.60/Librarian Trainee: \$47,010.60 annually.
- Position includes NYSHIP benefits package, TIAA 403B retirement plan, and generous paid personal time, accrued vacation time and sick time.
- One paid work from home day per pay period if schedule allows. Relaxed business casual dress code.

This is not a civil service position. We are an affirmative action/equal opportunity employer.

**Interested candidates should email a cover letter and resume to the Head of Reference, Adrienne Portz at [alvargas@sctylib.org](mailto:alvargas@sctylib.org) by Wednesday, July 31.**