



201 Pondfield Rd.  
Bronxville, New York 10708 | (914) 337-7680  
<https://bronxvillelibrary.org/>

**Position open: Part-time Librarian I: Children's Services Department**

**Description:** The Bronxville Library is seeking an energetic librarian for a part-time youth services position.

**Hours:** Regular schedule up to 17.5 hours / more as necessary

**Special Requirement:** Possession of a New York State Public Librarians' professional certificate.

**Skills/Requirements:**

- Ability to work effectively & comfortably at a public desk and with all ages.
- Ability to work accurately in a changing & varied environment, with frequent interruptions
- Assist patrons with public access to computers, printing, online databases, and search training.
- Ability to communicate effectively and work independently & productively
- Comfortable with planning, promoting & leading programs from infants through high school aged children
- Ensure all policies and procedures of the Bronxville Library are followed.
- Performs related duties as assigned by supervisor
- Possess knowledge and enthusiasm for current literature & trends.
- Possess ability to use a variety of technology, digital devices and e-resources.
- Ability to understand, practice & demonstrate the library's service standards and equity, diversity, and inclusion values.
- Flexibility in scheduling as needed.
- Evergreen/WLS procedures a plus but training provided

**Position summary:**

Under the supervision of the Youth Services Manager, this employee is responsible for providing reference and readers' advisory services. Specific responsibilities/functions will be assigned by the YS Manager on the basis of experience, skills, specific needs of department and number of hours worked.

**Minimum Training and Qualifications:**

- Masters of Library & Information Science from ALA accredited school
- Must be able to meet the requirements for the Westchester Civil Service List.
- Must submit to and successfully pass a criminal background investigation.

**Salary:** \$28.00/hour.

(\*Sunday shift pay rate is time and a half)

**Physical Requirements:**

- Frequent sitting, some walking, bending, stooping, reaching, handling & fine manipulation skills
- Lifting 35 lbs., pushing, pulling carts up to 75 lbs.

**Please submit a resume, cover letter, and professional references to:**

Ellen E. McTyre  
Head of Youth Services  
Bronxville Public Library  
201 Pondfield Road  
Bronxville, NY 10708  
[emctyre@bronxvillelibrary.org](mailto:emctyre@bronxvillelibrary.org)