

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Reference & Adult Services Department

OK
J.P.

NOTICE OF POSITION

Job Title: Part-time Librarian

Date Posted: 10/10/17

Approximate starting date: 11/15/17

of Job Notice: 17101017 P

Closing Date: 10/20/17

DESCRIPTION OF DUTIES:

The ideal candidate will join a team that prides itself on providing proactive, customer-driven service in an ever changing public library environment. The person will be result oriented, have excellent interpersonal skills, and demonstrate a positive attitude. The successful applicant should embrace change and should seek "to make it happen".

- Commit to providing a customer-centered learning environment that fosters creativity and encourages critical thinking and problem solving
- Anticipate community needs and trends to ensure library services are used to the optimum
- Instruct customers on how to use reference sources including books, periodicals, databases, Live-library, E-books, etc.
- Offer strong technology skills befitting the changing role of the public library
- Organize, promote and disseminate a wide range of resources to meet the diverse needs of the community
- Maintain and foster a cooperative and courteous working relationship with the public, peers and supervisor
- Effectively communicate ideas and information both in written and verbal form
- Provide "**active listening**", making a conscious effort to hear and understand what the customer is saying
- Demonstrate a positive, energetic and excited attitude toward public service
- Up to 17.5 hours per week. Hours will include morning, afternoon and evening shifts. Saturdays and Sundays on a rotating basis.

QUALIFICATIONS REQUIRED:

Librarian Trainee- Must be enrolled in an accredited MLS Program

Librarian I- Applicants must have a valid MLS Professional Librarian's Certificate

STARTING SALARY:

\$22.25 Librarian Trainee/ \$24.72 Librarian

Applications may be returned in person to the library Business drop box during library hours; by fax 631-399-1518; or scanned and emailed as an attachment to businessoffice@communitylibrary.org

Please note that only candidates being considered will be contacted.

The Mastics-Moriches-Shirley Community Library does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, in the employment or the provision of services.