

**Notice of Position**  
**Mastics-Moriches-Shirley Community Library**

**Job Notice Number: TSD111422P**  
**Job Title: Part Time Librarian 1**  
**Department: Teen Services**

**Date Posted: November 9, 2022**  
**Starting Date: December 12, 2022**  
**Applications accepted until: November 28, 2022**

The Mastics-Moriches-Shirley Community Library is seeking a qualified **Part-Time Librarian I / Librarian Trainee**. The successful candidate will actively engage with teens, providing programs and services that help them grow into lifelong learners, prepare them for college and careers and build the knowledge and skills they need to be productive in the 21st century.

**Description of duties**

- Develop and provide programming, both passive and formal, that engages teens.
- Provides library service with an emphasis on teens.
- Provides reference and readers' advisory services.
- Develop and provide opportunities for teens to develop leadership skills and contribute to their community.
- Represent MMSCL at community events.
- Performs other duties as assigned.

**Qualifications/Skills Required**

- You hold a Master of Library Science degree or are enrolled in a Master of Library Science graduate program.
- Must be able to get to work sites such as the Library, High School and Mastic Recreation Center.
- Dependable, punctual, with excellent teamwork and customer service skills.
- Instruct customers on how to use reference sources that are increasingly internet based, including books, periodicals, databases, Live-brary, E-books, government resources, databases etc.
- Offer strong technology skills befitting the role of the public library as information expert including: proficiency in Office suite products, ability to quickly learn library proprietary software such as inventory, catalog, and program calendar functions, expert level comfort with internet use including email, cloud-based storage, and setting up online accounts for numerous services.
- Familiar with mobile devices and use of apps as well as social media.
- Organize, promote, and disseminate a wide range of library resources to meet the diverse needs of the community.
- Up to 17.5 hours per week. The hours will include morning, afternoon, and evening shifts. Saturdays and Sundays on a rotating basis.

- Demonstrate a positive, energetic and excited attitude toward public service.
- Bilingual applicants encouraged.

Mastic Moriches Shirley library was founded in 1981 and serves the William Floyd school district encompassing four towns: Mastic, Mastic Beach, Shirley, and Moriches with a combined population of about 55,000 residents. Recent demographic changes include an influx of recent immigrants, resulting in approximately 42-46% ESL enrollment in schools. Area workforce is primarily blue collar, retail management and service sector with the school district being the largest employer, followed by the library and Brookhaven town. Residents take pride in local history, with the town boasting several revolutionary war heroes. Access to nature is also highly valued, with bay and ocean beaches, a National wildlife refuge and a wooded county park all within the community and well used. The library is in the middle of a significant expansion project that includes building 2 neighborhood branches and a complete remodeling of the main 40,000 Sq. ft. building scheduled for completion in 2024. Candidates may be scheduled at one of three locations, outdoors, or at various community locations.

Salary: Librarian Trainee: \$22.25 per hour /Librarian: \$24.72 per hour

Only prospective candidates will be contacted.

Applications can be found on our homepage at [www.communitylibrary.org](http://www.communitylibrary.org)

Email applications and resume as an attachment to: [businessoffice@communitylibrary.org](mailto:businessoffice@communitylibrary.org)

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