

OPEN POSITION

On-Call Librarians

The Great Neck Library is seeking energetic, friendly on-call librarians who excel in providing excellent customer service. Successful candidates will provide assistance in finding books, other materials, and information both on-line and in print, reader's advisory, digital services and collection development. Excellent interpersonal, communication and professional skills are a must.

Duties and Responsibilities include:

- Provide reference, research and reader's advisory service to parents and children in a diverse 4 location library system
- Possess a hands-on, working knowledge of digital services and library download services on various devices and be comfortable showing and promoting these services
- Database searching, computer assistance, resource selection and collection development, book discussions and book displays.
- Position may involve prolong periods of sitting and lifting of up to 25 lbs.
- Other duties as assigned

Qualifications & Experience Required:

- General Branch (Adult/Childrens/Reference) experience preferred.
- Knowledge of Microsoft Word and Sierra preferred
- MLS or MLIS from ALA accredited institution
- NYS Public Librarian's Professional Certificate required at time of employment

Schedule:

On-Call Substitute Hours Only.
Includes days, nights and weekends.

Starting Salary Range:

\$27.00 per hour- Rate commensurate with experience.
This is a non-union, non-civil service position.

Reply with resume, cover letter, completed GNL employment application (found here - <https://greatnecklibrary.org/employment/>) and references by December 9, 2022

Great Neck Library
159 Bayview Ave.
Great Neck, NY 11023

employment@greatnecklibrary.org

No Phone Calls Please. The Great Neck Library is an Equal Opportunity Employer.



Scan the QR code for more information on employment at GNL,
or visit greatnecklibrary.org/employment