OPEN POSITION

Part Time Librarian or Trainee
Reference Department

The Great Neck Library is seeking an energetic, detail oriented, service driven Librarian/Trainee in the Reference Department for a very active, culturally diverse library system in a highly educated community. The successful candidate will assist patrons in finding books, other materials, and information both on-line and in print, reader’s advisory, digital services, collection development and adult programming. Excellent interpersonal, communication and professional skills are a must.

Duties and Responsibilities include:

• Database searching, computer assistance, resource selection and collection development, book discussions and book displays.
• Position may involve protracted periods of sitting and lifting of up to 25 lbs.
• Other duties as assigned

Qualifications & Experience Required:

• Knowledge of First Search, Microsoft Word and Excel preferred
• MLS or MLIS from ALA accredited institution or completion of 12 credits towards the degree
• For Librarians-New York State Public Librarian’s Professional Certificate required at time of employment

Schedule:

Part Time -Includes Days, Nights and Saturdays. Sundays as needed.

Starting Salary Range:

Part Time: $27.00 per hour Librarian; Trainee $22.00 per hour
This is a Union position and is non-civil service.

Reply with resume, cover letter, completed GNL employment application (found here - https://greatnecklibrary.org/employment/) and references by January 2, 2023

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.