

## OPEN POSITION

# Part Time Librarian or Trainee Reference Department

The Great Neck Library is a multi-branch system 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 prolong 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 March 22, 2023**

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

[employment@greatnecklibrary.org](mailto: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](https://greatnecklibrary.org/employment)