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 prolonged 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
• Masters of Library Science or Masters of Library Information Science from ALA accredited college or university
• 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. 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 31, 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.