GREAT NECK LIBRARY

OPEN POSITION

Part-Time LIBRARIAN/TRAINEE

Children's Department (Various Locations)

The Great Neck Library is seeking a friendly, energetic, highly motivated part-time librarian/trainee to provide excellent customer service to children and parents. The successful candidate must be friendly, hard-working and knowledgeable about children's literature, digital services and video gaming with ability to work a flexible schedule.

Duties and Responsibilities include:

- Provide reference, research and reader's advisory service to parents and children in a busy four location library system
- Collection Development and Book Displays
- Possess a hands-on, working knowledge of digital services and library download services on various devices and be comfortable showing and promoting these services
- Work independently and collaboratively on projects and programs
- Position may involve prolonged periods of sitting and lifting of up to 25 lbs.
- Other duties as assigned

Qualifications & Experience Required:

- MLS or MLIS degree or completion of 6 credits towards an MLS or MLIS degree from ALA an accredited institution
- For Librarian-NYS Public Librarian's Professional Certificate required at time of employment
- Experience working with children required (birth – 6th grade)

Schedule:

Part Time- includes Nights and Saturdays. Sundays as needed.

Salary Range:

Per Hour: $27.00-$40.00 Librarian/ $22.00-$26.00 Trainee
This is a Union position and is non-civil service.
We are a participating employer in the New York State & Local Retirement System.

The salary of the finalist selected for this role will be based on a variety of factors, including but not limited to departmental budgets, qualifications, experience, education, licenses, longevity, specialty and training.

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

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***