



COMMUNITY LIBRARY

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY ADULT REFERENCE DEPARTMENT

NOTICE OF POSITION

Job Title: Part-Time Librarian I or Librarian Trainee

Job Notice #: RASD52029050

Date Posted: May 16, 2025

Closing Date: May 23, 2025

Approximate starting date: June 18, 2025

The Mastics-Moriches-Shirley Community Library is a dynamic, community-focused modern library with three newly renovated facilities. Our new spaces are flexible, and thoughtful in design, providing an ideal space for multi-generational connections and gatherings. We are a strong community with great cultural diversity; resilient, kind, and passionate about learning new skills and technologies. We are seeking individuals who embrace all these qualities with positivity and inspire lifelong learning in our community.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Provides professional front-line reference and readers' advisory and referral services.
- Assists library patrons with computers and other electronic devices; delivers one-on-one technology instruction.
- Assists with collection development.
- Promotes library services and programs and creates displays to market library materials.
- Educates patrons in searching for information using online databases or the library catalog.
- Assists in developing and expanding library programs.
- Ability to communicate effectively, both orally and in writing, providing outstanding customer service.
- Collaborates with other staff/departments to plan, promote, and present library programs.
- Ability to exercise initiative, sound judgment and discretion in performance of duties.
- Responds to patrons' comments and concerns in a professional manner.
- Establishes and maintains effective working relationships with co-workers, library patrons, and community partners.
- Interprets, explains and upholds library policies and procedures when needed.
- Performs other duties/projects as assigned.

EDUCATION AND EXPERIENCE REQUIRED:

- MLS or MLIS from an ALA accredited Institution and a New York State Public Librarian's Professional Certificate are required at time of employment for a Librarian I position.
- Proof of enrollment in an accredited MLIS Program is required for consideration for a Librarian Trainee Position.
- Knowledge of commonly used applications and software including Microsoft Office.

STARTING SALARY:

\$22.25 Librarian Trainee/ \$24.72 - \$39.35 based on experience

You must have a valid NYS Driver's License and be able to travel between branches when needed. The position may include up to 17.5 hour per week and must include daytime, afternoon and evening hours, and a weekend rotation.

If you are interested and qualify, submit your application online at employment@communitylibrary.org

The Mastics-Moriches-Shirley Community Library does not discriminate based on race, color, national origin, sex, religion, age or disability, in the employment or the provision of services.