

Librarian or Library Assistant, Part-Time

DESCRIPTION

The East Greenbush Community Library is seeking a dynamic, community-focused individual who is technologically savvy, committed to diversity, equity, and inclusion, and works well in a team environment. The ideal candidate will be capable of providing excellent reference service and readers advisory at a busy public service desk.

RESPONSIBILITIES MAY INCLUDE BUT ARE NOT LIMITED TO

- Provide accurate reference service
- Assist patrons in the use of the library's collections and services
- Assist in the planning, promotion, and presentation of programs for adults
- Provide reader's advisory and basic computer assistance
- Plan and create displays of materials
- Collection development

HOURLY RATE:

Librarian: \$24.96-\$31.20 (step schedule)

Library Assistant: \$20.16-\$25.20 (step schedule)

ASSIGNMENT: Ideally, this part-time position will consist of every other weekend (Saturday from 10:00 am to 2:00 pm and Sunday from 1:00 pm to 5:00pm) and Monday mornings from 9:00 am to 1:00 pm. There is some flexibility, but Saturday availability is a must. Additional morning or afternoon hours are possible.

PREFERRED QUALIFICATIONS

- MLS or equivalent required from ALA accredited school.
- Possession of a NYS Public Librarian's Professional Certificate.
- Must be eligible for a provisional appointment as a Librarian I under civil service.

MINIMUM QUALIFICATIONS

- The library will consider equivalent work experience in lieu of the MLS. The responsibilities of the position would be adjusted to reflect that of a Library Assistant.

REPORTS TO: Head of Adult & Information Services

APPLICATION INSTRUCTIONS: Please submit a Cover letter, Resume, [Rensselaer County Civil Service application](#) and three professional references to:

Catherine Snow, Head of Adult & Information Services
email: search@eglibrary.org

or mail: East Greenbush Community Library
10 Community Way, East Greenbush, NY 12061.

DEADLINE: Position will remain open until filled. Review of applications will begin immediately.

ABOUT US:

The mission of the East Greenbush Community Library is to serve as a community center for lifelong learning, with a broad range of ideas and information through traditional and emerging resources to meet the intellectual, recreational, and cultural needs of residents. We circulate over 200,000 items a year, and 20,000+ residents attend library programs. The library is open seven days a week, and more than 100,000 people visit the library yearly. Voted Times Union Best Library- 2nd place, 4 years running.

We are deliberate and self-reflective about the kind of team and culture we are building, and we are seeking colleagues that are not only strong in their own aptitudes, but also care deeply about supporting each other's growth and providing top-notch library service to the community. We value diversity- in backgrounds and in experiences. Equity, diversity, and inclusion are central to the promotion and practice of intellectual freedom, and we need people from all backgrounds and walks of life to be a part of our team.