Part-Time Adult Services Librarian – Valley Cottage Library

Position Overview:

The Adult Services Librarian performs advanced level professional tasks, and works directly with patrons assisting with the acquisition of needed information and instructing them in the use of relevant technologies within the library.

Essential Job Functions
- Information Desk coverage; assists patrons with the use of online catalog, databases, Internet computers, microform equipment, digital devices and digital downloads, etc.
- Conducts reader's advisory services for patrons and maintains familiarity with all adult collections
- Creation and maintenance of content for Libguides relevant to collections or services of the department
- Collection development and maintenance of assigned collection including selection and weeding
- Provides lunch coverage for staff in the Children's Department as necessary
- Enforces the policies and procedures of the Library
- Acts as Person-in-Charge as designated by the Chain of Command
- Adherence to the Customer Service Policy and demonstration of its principles
- Supports the Library's sustainability initiatives as outlined in the Sustainability Policy
- Any other responsibilities as required by the department supervisor or Director

Requirements:
- Master's Degree in Library Science from an ALA accredited institution and a New York State Public Librarian's Certificate
- ILS and database expertise
- Strong technology skills and an experienced knowledge of Microsoft Office
- The ability to adapt to changing technologies as relevant to the position

Other Skills/Abilities

- Ability to express oneself clearly and concisely both orally and in writing
- Ability to interpret and carry out library policies
- Ability to relate well to a varied public library clientele and maintain effective working relationships with other staff
- Good professional judgment

This job description is not intended to be all-inclusive. You may be asked to perform other duties as required to meet the ongoing needs of the Library.