

JOB ANNOUNCEMENT:

ADULT SERVICES LIBRARIAN / ASSISTANT DIRECTOR

Posted September 10, 2021

If you enjoy a rewarding work environment where your dedication can truly make a difference, come join us! We are seeking a service-oriented librarian to coordinate and perform library services and programming for our community's adults, from millennials through seniors. This position requires excellent customer service skills and a commitment to public service.

You will also coordinate digital learning initiatives and training for patrons and staff, provide one-on-one tech help and assist in managing technology in the library. This position provides an exciting opportunity to support the director and board of trustees in planning for a new library building to fulfill the library's mission in the community.

The ideal candidate is creative, energetic and loves working with people.

DUTIES: Plan and conduct innovative, educational and entertaining adult programs; deliver digital learning and media literacy activities, including one-on-one tech help; provide reference and readers' advisory services; assist in maintaining collection of books and media. Perform circulation desk duties. Create flyers and newsletters; maintain online calendar, website and Facebook presence. Assist director in organizational planning, projects and community outreach. Perform other related duties as assigned.

QUALIFICATIONS: MLS and experience in library services and programming required. 3+ years' experience as a librarian preferred. Must be eligible for a NYS Public Librarian's Professional Certificate.

SCHEDULE: Full time schedule of 37.5 hours per week, including some evenings and weekends.

SALARY AND BENEFITS: Salary commensurate with qualifications and experience. Paid vacation, sick days and holidays. Paid individual health benefits and IRA with employer match available.

HOW TO APPLY: Submit a cover letter, resume and a list of 3 professional references to nickie@skanlibrary.org by **Monday, September 27, 2021**.