



POSITION AVAILABLE

Part-time Librarian

Looking to pick up an extra shift for the summer? The Bronxville Public Library is seeking a part-time Librarian for the Adult Services Department. Saturdays during the summer (June through August), 9:00 a.m. to 1:00 p.m.

Duties and Requirements:

- Answering reference questions in person, by phone and by email
- Providing reader's advisory for adults
- Offering patrons technology assistance using public access computers, mobile printing, databases, and e-readers
- Social media posts
- In charge of opening and closing procedures
- Outstanding customer service skills and the ability to enforce library rules and regulations in a positive, calm and friendly manner

Minimum Training and Qualifications:

- MLS degree from an ALA accredited school.
- Possession of New York State Public Librarians Professional Certificate
- Demonstrated commitment to excellence in public service and in serving patrons of all ages.
- Familiarity with Evergreen, Microsoft Office, social media platforms, iOS, Android and Kindle devices preferred.

Salary: \$27.81/hour

Please submit resume and cover letter to:

Christine Utchel, Head of Adult Services and Programming
Bronxville Public Library
201 Pondfield Road
Bronxville, NY 10708
cutchel@bronxvillelibrary.org