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## **Part Time Reference Librarian Position Opening**

The *Cutchogue New Suffolk Free Library* is seeking to fill the position of a Part Time Reference Librarian. Librarian Trainees will also be considered for this position.

Under general supervision, an employee in this class performs professional-level librarian duties in one or more areas of a public library. The work is reviewed by a higher-level librarian or administrator through conferences, reports and observation. Related work performed as required.

### **TYPICAL WORK ACTIVITIES**

- Provides library informational, reference and referral services.
- Performs routine cataloging and classification of library materials.
- Compiles bibliographies; selects or assists in the selection of books and other library materials.
- Coordinate activities with community groups.
- Prepares library exhibits, displays and publicity materials through social media and print for marketing library items, events and services.
- Provides technical assistance to patrons in utilizing devices, and library resources.
- Attends conferences, workshops and in-service training sessions to keep informed of professional developments, as staffing permits.
- Performs all other duties as assigned.

### **SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

- Thorough knowledge of modern public library organization, materials, methods and services.
- Thorough knowledge of the library's policies and procedures.
- Thorough knowledge of bibliographical tools and sources.
- Excellent technical skills and ability to utilize technology to provide thorough assistance to patrons.
- Thorough knowledge of the needs and makeup of the library district's population.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, library patrons, members of professional library organizations and community groups.
- Ability to express oneself clearly, both orally and in writing.
- Willingness, enthusiasm, and flexibility in taking on new job responsibilities, and presenting the community with new service opportunities.
- Willing and flexible with schedule, such as filling in when necessary or working when extra help is needed for special events.
- Ability to take the initiative, be a self-starter, follow through, and problem solve.
- Exhibits courtesy and respect.

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- Practices good judgment.
  - Responds well to constructive criticism, and improves upon it.
  - Willingness to learn, grow and adapt with the needs of the library as it changes in accordance with community needs.
  - Physical condition is commensurate with the demands of the position.

### **SCHEDULE**

Includes evening and weekend hours. Flexibility is necessary.

### **MINIMUM QUALIFICATIONS**

A Master's Degree in Library Science (MLS) from a library school that is accredited by the American Library Association, or currently in pursuit of a MLS degree.

### **Interested applicants should send resume and letter of interest to:**

Rosemary Winters, Director  
Cutchogue New Suffolk Free Library  
[rosemary@cnsfl.org](mailto:rosemary@cnsfl.org)

Applications will be accepted until September 8, 2023.