CUTCHOGUE NEW SUFFOLK FREE LIBRARY
OPEN FOR NEW IDEAS

PO Box 935 • 27550 Main Road
Cutchogue, New York 11935
PHONE 631-734-6360 FAX 631-734-7010
www.cutchoguelibrary.org

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

- Assists technology department to support staff and provide patron programs and services.
- Provides technical assistance to patrons in utilizing devices, and library resources.
- Provides library informational, reference and referral services.
- Performs routine cataloging and classification of library materials.
- Selects or assists in the selection of books and other library materials.
- Prepares library exhibits, displays and publicity materials.
- 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

- Informed of modern public library organization, materials, methods and services.
- Thorough knowledge of the library's policies and procedures.
- Proficiency in bibliographical tools and sources.
- Excellent technical skills and ability to utilize technology to provide thorough assistance to patrons.
- Familiarity of the needs and makeup of the library district's population.
- Ability to establish and maintain effective working relationships.
- 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.
- Practices good judgment.

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- 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. Schedule is approximately 25 hours per week.

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.

SALARY
Librarian Trainee: $27 hourly
Librarian: $30 hourly
Commensurate with experience

Interested applicants should send resume and letter of interest by Friday, November 27 to:
Rosemary Winters, Director
Cutchogue New Suffolk Free Library
rosemary@cnsfl.org