

Full-Time Adult Librarian at Suffern Free Library

Suffern Free Library, in Rockland County serving the approximate 28,600 residents of the Suffern Central School District is seeking a motivated, passionate and progressive individual to join our Adult Reference Department.

This is a full-time position (35 hours per week) reporting directly to Head of Adult Reference.

Our ideal candidate will be a creative, flexible outgoing individual driven to provide excellent customer service.

Qualifications:

- MLIS (or equivalent) from an ALA accredited program
- Ability to obtain a NYS Public Librarian Certificate
- A strong background in computers/technology and non-print materials
- Ability to work with diverse people, including staff, volunteers and the public
- Ability to provide both patience and excellent communications skills
- Proficient in Microsoft Office programs and all digital platforms relevant to library service including Libby and Hoopla
- Ability to establish effective working relationships with co-workers

Responsibilities

- Use Reference Interview skills to provide assistance to patrons of all ages
- Provide Reader's Advisory assistance to teens and adults
- Collection Development including responsibility for Large Print and music CDs as well as participation in deselection of materials
- Provide technical support to patrons using computers and other electronic devices, and assist patrons using the library's digital services
- Manage our Homebound Service
- Designing and implementing programming related to the job, community need and interest
- Troubleshoot equipment including printer, computers and copier
- Collaborate with local schools and community organizations to build stronger partnerships
- Attend continuing education programs, workshops and staff training appropriate for professional growth.

The Reference Librarian is expected to work one evening per week and one Saturday and one Sunday per month. Salary begins at \$52,000. Benefits include medical, paid vacation, sick leave and personal time, and participation in a 403B matching plan.

Please email/drop off a resume and cover letter to the attention of Amy La Rocca, Head of Reference at alarocca@rcls.org. Applications will be accepted until position is filled.

A completed employment application is required and can be obtained once cover letter and resume have been submitted and candidate has been chosen to move forward in the job process.

Suffern Free Library is an equal opportunity employer.