

**Position Available**

Young Adult/Adult Reference Librarian

Full-time, 35 Hours per week

Salary: \$52,000

Typical Schedule: Monday, 12:00 p.m. – 8:00 p.m.

Tuesday, 9:00 a.m. – 5:00 p.m.

Wednesday, 9:00 a.m. – 5:00 p.m.

Thursday, 9:00 a.m. – 5:00 p.m.

Friday, 9:00 a.m.– 5:00 p.m.

Saturday 9:00 a.m. – 5:00 p.m. (1 per month w/Friday off)

Sunday 12:00 p.m. – 5:00p.m. (1 per month, 1 ½ pay)

Suffern Free Library Service Hours

Monday – Thursday, 9:30a.m. – 8:00p.m.

Friday – Saturday, 9:30 a.m. – 5:00 p.m.

Sunday - 12:00 – 5:00 p.m.

Library Address:

210 Lafayette Avenue Suffern, N.Y. 10901

Application must include

- Application form
- 3 work references with current contact information

Mail or Deliver Application to:

Darlene Alessi, Director
Suffern Free Library
210 Lafayette Avenue
Suffern, NY 10901
dalessi@suffernfreelibrary.org

Position is open until filled



Position Title: Young Adult/Adult Reference Librarian
Classification: FLSA non-exempt, 35 hrs. /week
Reports to: Head of Adult Information Services

Suffern Free Library requires a criminal background check whenever a job offer has been made and accepted by an individual. This documentation must be on file prior to employment. We are a Drug Free Workplace.

OVERALL RESPONSIBILITY

Responsible for identifying and interpreting user needs; providing reference, readers' advisory, computer, database and referral services to library patrons directly, and by telephone; and assisting patrons in material selection.

ESSENTIAL POSITION FUNCTIONS

- Provides reference, readers' advisory, technical assistance and referral services to both teen and adult patrons, in person and by telephone.
- Maintains familiarity with all library resources and their appropriate uses.
- Examines professional publications and other sources for selection of books, and related materials for Young Adult collection.
- Maintains familiarity with the Young Adult and Adult collections and maintains inventory of the Young Adult collection.
- Promotes, plans, coordinates, and facilitates services, projects, and programs for teens; prepare and train other staff to assist.
- Explains basic library functions, services and resources to the public.
- Serves on planning committees, attends library meetings and outreach activities as requested.
- Collects data for statistical analysis and reports.
- Keeps informed of current events and of developments in the library field.
- Maintains current knowledge of library technology.
- Takes advantage of state and regional opportunities for continuing education to keep knowledge of library practices and procedures current.
- Establish and maintain effective working relationships with fellow employees, supervisors and the public.

REQUIRED QUALIFICATIONS

- MLS from an ALA accredited library school
- NY Public Librarian Certification
- Access to a reliable means of transportation
- Ability to understand and follow oral and written directions in the English language
- Proficiency with computers, tablets, Smartphones, and other digital devices
- Agree to submit to a background check and have results that meet the expectations of the employer

PHYSICAL SKILLS

- Ability to sit and stand for long periods of time
- Ability to lift and carry library materials up to fifty (50) pounds; push loaded book trucks up to one hundred (100) pounds
- Ability to operate a variety of office equipment (copier, fax, scanner, m/film, etc.)