



1 Library Road Briarcliff Manor, New York, 10510 914.941.7072

Librarian I, Reference Job Description

Briarcliff Manor Public Library

The Briarcliff Manor Public Library seeks a part-time Reference Librarian to contribute to the friendly and hardworking team of staff. We are looking for someone who can provide excellent Reference assistance and who also likes to do programs. There will be a lot of flexibility and creativity allowed in programming. We are an open book!

UNDER the supervision of the Library Director, this employee performs general professional library work, including but not limited to:

- Answers reference questions using print and online sources.
- Performs reader's advisory services.
- Maintains the collection through weeding and acquisitions.
- Researches and submits interlibrary loan requests.
- Plans and organizes informational and cultural adult programs.
- Assists the public with technology and computer help.
- Fills in at the front desk to provide circulation assistance.
- Arranges book displays and online book lists.
- Orders new DVDs on a monthly basis.
- Participates in staff, committee and WLS meetings.
- Takes part in regular professional development opportunities.
- Keeps Librarian Certification up-to-date.
- Contributes to a warm, welcoming environment for all patrons.
- Assists with miscellaneous incidental tasks.

QUALIFICATIONS

- Master's degree in Library and Information Science from an ALA-accredited school.
- Current New York State Professional Librarian's Certificate.
- Strong interpersonal skills, demonstrated oral and written communication skills, flexibility, and the ability to handle detail oriented work.
- Strong commitment to public service and the ability to work well with a diverse and senior patronage.
- Strong reader's advisory skills.
- Knowledge of reference, programming, and materials.
- Knowledge of the Internet and computer-assisted reference services.

SCHEDULE

- Mondays 11:30am-5pm
- Thursdays 3pm-7pm
- Fridays 10am-2pm
- Saturdays 10am-2pm

RATE

\$28.58 per hour. 17.5 hours per week. Optional enrollment in the New York State Retirement System.

TO APPLY

Please send a resume, cover letter, and two professional or academic references to Library Director Kim Naples – director@briarcliffmanorlibrary.org

The review of applicants will begin immediately and the position will be open until filled.