



Adult Services Librarian I (Full-time)

Summary of job responsibilities

The Finkelstein Memorial Library at 24 Chestnut Street, Spring Valley, NY seeks a full time Librarian I for our Adult Services Department. This busy department proudly contributes to the Library's overall service to over 100,000 diverse patrons in an urban setting in the middle of suburbia. This is a Union position, 35 hours/week, which includes working a weekly night and 1 Saturday per month. Position reports to Head of Adult Services.

Job Description

- Provides outstanding professional reference and readers' advisory services to patrons of all ages.
- Assist patrons with computers and devices in order to access library services and increase their research abilities.
- Possesses ability to explain library programs, services, policies and procedures to patrons in a clear and concise manner.
- Instructs patrons in the use of print and online library resources.
- Performs collection development, selection, weeding and promotion of assigned subject areas, focusing on the Traditional collection.
- Attends local, regional, state and/or national conferences, meetings, continuing education and workshops in order to stay current with best practices in reference and adult services.
- Performs related reference projects and other duties as assigned.

Knowledge & Skills

- Enjoys working with a diverse clientele.
- Demonstrates commitment to providing exceptional customer service.
- Keeps informed of current library trends, resources and technologies in print and electronic format.
- Knowledge of MS Word, Excel and Powerpoint desired.
- Ability to read or speak one or more of the following languages desired: Spanish, French Creole, Hebrew, Yiddish or Russian.
- Good working knowledge of KOHA ILS preferred.
- Capable of working independently as well as collaboratively.
- Excellent written and oral communication skills.
- Proficient knowledge of current technology, devices and social media.

Minimum qualifications

- Master's degree in Library Science from an ALA accredited program.
- Possession of NYS Public Library Certificate upon hire.
- Previous library experience preferred.

Salary starts at \$71,476. The Library offers paid time off, a competitive benefits package and participation in the NYS Retirement System. See Rockland County civil service job description for [Librarian I](#).

To apply: please email your resume and cover letter to Assistant Director Beth Zambito at bzambito@rcls.org with the subject "Adult Services Librarian I application."

6/23/25