

Greenburgh Public Library, Westchester County, NY

Librarian I Spanish Speaking

This appointment will be provisional; candidate must pass the Westchester County Civil Service test and score high enough for appointment: Librarian I (Spanish Speaking).

Salary Range - \$55,732.00 - \$90,860.00

Candidate Qualifications:

- Fluency in both Spanish and English and the ability to provide interpretive and information services in both languages for patrons and staff
- Communicates well orally and in writing in Spanish and English
- Provides excellent customer service in reference and reader's advisory
- Provides outreach to the Spanish-speaking population of the community
- Communicates regularly with the Spanish-speaking population to discuss issues of importance to this segment of the community to further develop programming services and collections
- Plans, schedules, coordinates, and presents programs, conducts tours, multimedia programs, and program scheduling in both English and Spanish
- Translates all marketing and promotional materials for the library, including but not limited to website and social media posts
- Serves as liaison with library management in proposing new services to meet the needs of Spanish-speaking patrons
- Works primarily with the adult population but will support bilingual literacy efforts in all departments of library when necessary
- Coordinate and facilitate multiple in-person language conversation groups, including scheduling sessions, promoting programs, developing engaging discussion topics, and fostering an inclusive, welcoming environment for participants of diverse linguistic and cultural backgrounds
- Prepares research and completes grant proposals
- Prepares library exhibits and displays, including special interest exhibits such as Hispanic Heritage Month, books that promote cultural awareness, etc.
- Selects and maintains the library's Spanish-language collections
- Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses, and professional journals

Candidate Skills & Abilities:

- Have the ability to work in a collaborative environment
- Good attention to detail and ability to follow procedures consistently
- Good knowledge of layout, writing, and public relations skills
- Have knowledge of computers, cataloging, collection development, and content marketing systems

- Possess the ability to carry out assignments independently as well as with a group
- Ability to provide efficient, courteous, and inclusive service to a diverse patron population
- Ability to handle patron complaints and resolve difficult situations with professionalism and tact
- Willingness and ability to quickly learn and become proficient in job-related skills, procedures, and technologies

Candidate Requirements:

- Must have an MLS (or equivalent degree) from an accredited college or university
- Must have a NY State Public Librarian Certificate
- Must have the ability to read, write and converse fluently in the Spanish language at a level sufficient to pass the Westchester County Civil Service Spanish Language Proficiency test

Interested candidates should submit a cover letter and resume to cdeitchman@greenburghlibrary.org with “Librarian I (Spanish Speaking)” in the subject line.