

Director

Jennifer Brown

Board of Trustees

Maria Ciccone
President

Heather Bryant
Vice President

Sandra Birnbaum
Treasurer

Luke Powell
Secretary

Joyce Reed

Jill Resnick

Dr. Barbara Steckel

Job Title: Ad Hoc Librarian

Summary: Under the general direction of the Head of Adult Services and Head of Children's Services, the Ad Hoc Librarian performs basic librarian duties such as reader's advisory, assisting patrons with information and computer needs, answering reference questions, and other reference duties.

Essential Job Functions:

- Provides reference and readers' advisory services to adults, seniors, children, and teens.
- Assists library patrons with the use of library materials and technology.
- Responds to library users' needs.
- Assists users of all ages in accessing print and electronic resources.
- Keeps accurate statistics.
- May coordinate library programs.
- Performs other job-related duties as assigned.

Knowledge, Skills, and Abilities:

- Ability to work well under pressure, prioritize projects and detail/deadline oriented.
- Excellent interpersonal, communication and organizational skills.
- Knowledge of library-related technology, online database systems, bibliographic tools, and resources.
- Ability to develop and maintain a positive working relationship with fellow employees, supervisors, and the public.
- Carry out policies, practices, and procedures effectively.
- Public service orientation and knowledge of reading interests.

Minimum Qualifications:

- MLS or MLIS from an ALA-accredited university.
- Familiarity with Microsoft Office, Evergreen, and typical library software.
- Bilingual English Spanish is helpful.
- New York State Public Librarian Certificate.

Pay Rate: \$20-\$23 per hour based on experience. Sunday hours are at a rate of time and a half of regular rate of pay.

To apply please send a resume to Martha Iwan at miwan@mountkisco.org.

The Mount Kisco Public Library is an Equal Opportunity Employer.