



Librarian I (Adult Services) position
New Rochelle Public Library

Information about the New Rochelle Public Library School District: The Library (www.nrpl.org) is a school district library serving the City of New Rochelle with a population of nearly 83,000 and an annual budget of \$6.6 million.

General Statement of Duties:

Performs professional library duties under direct supervision. Must be proficient in technologies in order to promote library collections, resources and services. Employees in this class are assigned work progressively more difficult as their experience in the field broadens. This position requires weekend and evening shifts. Bilingual English/Spanish fluency is a plus.

Examples of Work:

- Reference desk responsibilities – assists patrons in locating library materials; answers library technology related questions; room(s)scheduling ; responds to queries relating to library programs and service. Telephone and email reference. Basic readers advisory.
- Collection development and management of assigned collection -manage budget, ordering, promoting and weeding titles within the collection.
- Uses technology to promote library collections and resources - familiarity with social media, Google suite and Microsoft applications.
- Professional development : maintains currency in library trends through attendance at webinars, seminars, workshops and professional development courses.
- Develops and teaches computer classes for the public. Develops study materials for technology and subject specific classes.
- Liaises with other library departments and community partners to meet the needs of New Rochelle residents.

Required Knowledge, Skills, Abilities and Attributes:

Understanding of trends, issues and initiatives in the field of Public Librarianship; knowledge of library collections, both physical and electronic; knowledge of computer technology to support and enhance library operations: ability to function as a team member in the planning and implementation of library projects; tactful and effective communication skills with individuals and groups of diverse age and backgrounds; ability to think critically and understand the needs of the community; ability to work independently and collaboratively; Self motivated and organized with the ability to multitask. Punctuality and reliability a must.

Minimum Qualifications:

Possession of a Master's Degree in Library and Information Science from a library school that is accredited by the American Library Association; possession of New York State Public Librarian's Professional Certificate. You must also be a New York State resident.

Compensation:

This is a Civil Service appointment represented by CSEA. Minimum salary upon appointment will be \$60,175 - \$72,427 (Step 1). Work week is 36 hours (September - June)/33 hours (July-August). Standard benefits package applies including medical, dental and NYS Retirement System pension plan. Standard leave package applies.

To Apply:

Email: Jmedina@newrochelleny.com or call: 914-654-2172 Civil Service Administrator Jeanett Medina for a job application. Applications must be turned into the Civil Service Office no later than the end of business on May 22, 2024. Follow this link: [City of New Rochelle Job Postings](#) or visit: newrochelleny.com/jobs