North Castle Public Library

POSITIONS AVAILABLE: Hourly/Substitute Librarians

The North Castle Public Library has Hourly Librarian positions open. Weekday, weekend rotations, and evening availability is a requirement for this position. This position will be scheduled for a maximum of seventeen (17) hours per week.

Duties include:

- ✓ Providing reference and readers' advisory services to library users;
- ✓ Instructing public on the effective use of library resources, including online resources;
- ✓ Performing on-line searches of computer databases;
- ✓ Assisting with or leading library programs, including book groups, story times and other public programs as needed;
- ✓ Other duties as assigned.

Position requirements:

- ✓ Master's Degree in Library Science or Library and Information Science (will accept resumes with expected graduation date December 2026);
- ✓ Possession of a current New York State Public Librarian's Professional Certificate (must obtain New York State Public Librarian's Professional Certificate within 60 days of hire date if expected graduation date is December 2026);
- ✓ Working knowledge of modern principles and practices of library science;
- ✓ Working knowledge of on-line database systems and bibliographical tools;
- ✓ Ability to understand and follow oral and written instructions;
- ✓ Ability to work as part of a team;
- ✓ Courtesy and professionalism while interacting with staff and public.

Rate of pay: $25-29 per hour.

Deadline: Preference will be given to applicants who respond by December 11, 2026; no phone calls will be accepted. Please email resume and cover letter to Kathryn Feeley, Director, kfeeley@northcastlelibrary.org

The North Castle Public Library is an Equal Opportunity Employer.

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Armonk, NY 10504

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northcastlelibrary.org