



Full-Time Librarian Town of Pelham (NY) Public Library

The Town of Pelham Public Library is seeking an energetic, proactive and innovative Librarian to join our team. The ideal candidate is an avid reader, a creative thinker, and a tech-savvy professional who thrives in a friendly public service environment. We are a small but vibrant library in a close-knit community where the staff knows many of our patrons by name. This librarian will help facilitate our monthly adult book club, manage the adult fiction and nonfiction collection, assist with story time for babies and toddlers, develop and execute creative programs, and drive community engagement through effective marketing and communication strategies.

Schedule: Monday-Friday; 1 evening per week; 1-2 Saturdays per month

Compensation: \$66,000 to \$70,000/year; NY State Retirement System; healthcare; 3-weeks paid vacation.

Responsibilities

- Plan, promote, and assist with a vibrant and engaging adult book club
- Lead story time program for babies and toddlers
- Select, evaluate, and maintain high-quality adult fiction and nonfiction collections
- Offer reference services and readers' advisory for adults, teens, and children
- Provide expert assistance with computers, digital resources, and emerging technology
- Contribute to the library's digital presence, including website updates and social media engagement using Facebook, Instagram, and Linktree
- Develop and execute creative programs for various age groups
- Explore and implement innovative technologies to enhance user experience
- Deliver outstanding, responsive, and friendly public service
- Perform other related duties as assigned

Qualifications

- Master's Degree in Library and Information Science (MLIS) from an ALA-accredited institution (or equivalent) and NY State Public Librarian Certification
- Excellent computer and technology skills
- Familiarity with Evergreen, Constant Contact, and Canva preferred.
- Adaptability in a changing technological landscape
- Strong interpersonal and communication skills with patrons and colleagues
- Ability to work under pressure, prioritize projects, and meet deadlines
- Creative problem-solving skills
- Takes initiative and anticipates needs
- Passion for reading and lifelong learning

How to Apply

Interested candidates should email a resume and cover letter outlining relevant experience to Augusta Turner, Library Director, at director@pelhamlibrary.org. No phone calls or in-person inquiries, please.