

Part-time Adult Services Librarian

Valley Cottage Library, located in a nearby suburb of NYC, is a renowned community resource serving the 23,000 residents of the Nyack School District. We are seeking a reliable, customer service oriented librarian for a part-time position in our busy Adult Services Department.

The ideal candidate will be enthusiastically focused on public service, with a patron-centric mindset, have knowledge of current methods and practices of librarianship, and the ability to help and communicate with patrons of all ages and abilities.

Minimum qualifications:

- Master's Degree in Library Science from an ALA-accredited program
- NYS Public Librarian Certificate
- Experience with Koha ILS preferred
- Proven mastery of Microsoft Office
- Demonstrated ability providing readers advisory and reference services
- Strong knowledge of mobile technology, eBooks and digital platforms
- Ability to communicate and teach concepts both simple and complex to a varied audience

Responsibilities include:

- Providing excellent reference service across formats and front-line Information Desk coverage
- Providing technology assistance and instruction in the use of online library resources
- Readers advisory in support of areas of patron interest
- Collection development within defined collections of adult material
- Enforces the policies and procedures of the Library
- Acts as Person-in-Charge as designated by the Chain of Command

This is a part-time position which includes Wednesday evenings 5pm-9pm, the second Saturday of each month 12pm-4pm, and the fourth Saturday of each month 9:45am-5pm. The hourly range is \$28.00/hr - \$30.00/hr commensurate with experience. A job description for this position can be found at: www.valleycottagelibrary.org/jobs-at-vcl

If you possess a passion to work in a team-based and customer-focused environment that strives to provide excellent services to the community at large, apply now!

A completed employment application is required and can be obtained at www.valleycottagelibrary.org/jobs-at-vcl. Please email the completed application, a resume and cover letter highlighting your experience to the attention of Ashley Maraffino, Assistant Director at vclsearchcommittee@rcls.org. Applications will be accepted until **June 6, 2025**.

No telephone calls please.

Valley Cottage Library is an equal opportunity employer.