



## Part-time Librarian - Adult Services

The Scarsdale Public Library has an opening for one Part-time Librarian in Adult Services. We are seeking a flexible, creative and energetic individual who is passionate about the role public libraries play in individual lives and the community. This regularly-scheduled position requires the ability/availability to work 17.5 hours per week. The schedule will include Tuesday evenings until 9 PM, Fridays until 6 PM and one other shift to be discussed.

The Scarsdale Public Library is a bustling and lively hub of a community that values education and supports its library. It is a leading public library in Westchester County, consistently at the top of annual statistical rankings for numbers of visitors, programs and circulation of its collections. It is a member of the Westchester Library System, a consortium of 38 member libraries. The Library recently completed a major physical transformation to create more welcoming, flexible spaces that will allow the staff to be more responsive to present and future community needs.

### General Responsibilities:

- Providing reference and readers advisory services
- Assisting patrons in the discovery and utilization of library offerings
- Instructing patrons in use of library catalog, databases, and other electronic services
- Basic program coverage
- Assisting full-time librarians with special projects

### Knowledge/Skills/Abilities:

- Excellent customer service skills
- Knowledge of standard library procedures, current information technology, Internet and database searching
- Strong technology skills; knowledge of Evergreen a plus
- Ability to communicate effectively with others, orally and in writing, including through email

### Education/Qualifications:

- Master's Degree in Library Science from an ALA-accredited program
- NYS Public Librarian certificate required by start date

**Compensation:** \$32 an hour

To apply, please submit a cover letter and resume to Wendy Archer, Adult Services Manager, [warcher@wlsmail.org](mailto:warcher@wlsmail.org).