

## Part-time Librarian

**Salary:** \$18.00-\$27.00 per hour  
**Hours:** 20-25 per week, including nights and some weekends

### Primary job duties:

#### Duties include, but are not limited to:

- Provide quick and accurate reference and readers' advisory for all ages
- Develop and maintain assigned collection areas
- Assists patrons with computer catalog, electronic resources, and the Internet
- Ability to share knowledge of a wide variety of databases and library resources
- Seek out and present programming opportunities for an adult audience
- Provide point of service instruction on library equipment & resources
- Attends and participates in staff meetings and discussions
- Seek out professional development and lifelong learning opportunities
- Assist a wide range of patron ages, interests and abilities with technology with a strong emphasis on customer service and public library experience
- Performs other library duties as assigned

### Qualifications:

- MLIS from an ALA accredited institution, or on track to complete one within the next
- Collection development experience
- Strong oral and written communication skills
- Experience planning programs for adult audiences
- Ability to establish and maintain effective working relationships
- Experience with using Polaris, MeL, and popular library databases
- Knowledge of Microsoft Office
- Flexibility to work varied hours, including some nights and weekends

**Reports to:** Head of Adult Services

### Send cover letter, resume, and contact information for three references by email to:

David Silberman, Head of Adult Services  
[Silberman@cidlibrary.org](mailto:Silberman@cidlibrary.org)

**Deadline for applications:** March 18, 2024  
An Equal Opportunity Employer