PT Librarian, Adult Services and Acquisitions Department

Position Summary:
The Livingston Library is seeking an enthusiastic and outgoing individual to join our team as a part-time Librarian. We seek an individual who will strive to offer our diverse community of 29,000+ residents excellent customer service while being friendly, professional, and efficient. Excellent communication and computer skills are a must.

This is a part-time position of approximately 19 hours per week including Wednesday evening and weekend hours (first weekend rotation).

Essential Duties:
Responsibilities will include a full range of duties in the Adult Services Department, as well as other service desks when needed, with a focus on reference services and community engagement.

- Provides readers advisory services for patrons including in-person requests, book lists, and displays.
- Answers reference inquiries and assists with helping patrons with various library technology such as: computers, fax machine, copier, and scanner.
- Assists patrons with digital library resources and e-library platforms, including the catalog and other online resources.
- Assists in library programming as needed.
- Makes brochures, flyers, and graphics to promote library events and services when needed.
- Participants in social media initiatives such as Instagram posts, blog posts, and podcast segments when needed.
- Researches new information needs and develops creative responses using innovative resources.
- Engages in continuing education opportunities in order to develop and maintain job skills.
- Assists with processing new materials.
- Assisting with day-to-day operations of the Library, which may include circulation, registration, shelving, and schedule changes.

Qualifications:
- Excellent reference skills.
- Strong interpersonal and customer service skills.
- Ability to interact with and assist the public in a friendly and responsive manner.
- Possess and show a demonstrated willingness and ability to work as a “team player” within the specific department and organization.
- Demonstrated knowledge of and ability to execute innovative library services for adults and seniors, especially in regard to equity, diversity, and inclusion.
- Familiarity with collection development best practices and ability to recognize current reading, viewing, and listening interests of adults.
- Knowledge of current technologies, electronic resources, and virtual services including social media.

**Education and Special Requirements**
- A Masters of Library Science from an ALA-accredited university.
- Candidates currently enrolled in a Library or Information Science program at an ALA-accredited university will be considered at an adjusted salary rate.

Starting salary for a degreed candidate is $31.00/hr. Position includes sick, personal, and vacation time.

If you are interested in joining the Livingston Public Library team and meet the job requirements described above, please email your cover letter and resume to Melissa Brisbin, Associate Director, at hr@livingston.bccls.org. Only candidates of interest will be contacted.

Applications will be reviewed until the position is filled. Employment is contingent upon completion of a background check.