



Job Title: Substitute Reference Librarian

Summary: Under the general direction of the Assistant Director, the Reference Librarian performs basic librarian duties such as reader's advisory, assisting patrons with information and computer needs, answering reference questions, and other reference duties.

Essential Job Functions:

- Provides reference and readers' advisory services to adults and young adults.
- Assists patrons with the online catalog and other electronic resources and guides patrons in the use of the Internet and printing.
- Conducts weeding and maintenance of the collection.
- Assists with interlibrary loan requests.
- Keeps informed of professional developments through participation in organization, system meetings, workshops, continuing education, and professional training.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Ability to work well under pressure, prioritize projects and detail/deadline oriented.
- Excellent interpersonal, communication and organizational skills.
- Comprehensive knowledge of library-related technology, online database systems, bibliographic tools and resources.
- Ability to develop and maintain a positive working relationship with fellow employees, supervisors and the general public.
- Good working knowledge of modern principles and practices of library science.
- Good working knowledge of modern library organizations, procedures, policies, aims and services and ability to carry out library policy and procedures effectively.
- Public service orientation and knowledge of reading interests.

Minimum Qualifications:

- MLS or MLIS from an ALA-accredited university.
- Knowledge and experience using an automated library system and databases.
- Spanish language skills preferred.

This is a part-time, non-exempt position. Starting salary: \$23/hr. Sunday salary: \$34.50/hr.

To apply, send an email and resume to:

Bob Boyle
Assistant Director

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914-862-3292

The Field Library is an Equal Employment Opportunity employer.