



## **Job Opening: Librarian I**

**Employment type:** Full-time, Civil Service Position

The George F. Johnson Memorial Library seeks a motivated librarian with a passion for serving the Endicott community to serve as an Adult and Tech Center Librarian. This librarian will report directly to the Head of Adult Services, and will be responsible for library service to adults including reference, ordering, reader's advisory, one-on-one technology assistance, teaching tech classes, physical and digital marketing, and programming. The successful candidate will have strong interpersonal and customer service skills along with excellent book knowledge and technology skills.

### **Examples of Typical Work Activities**

- Provide reference and reader's advisory services to library users in person, as well as via phone, online chat, email, etc.
- Facilitate patron reserves and interlibrary loan requests
- Instruct the public in the proper use of library technology and resources
- Assist in adult collection development, recommending titles for purchase and/or deletion
- Conduct tours, book discussion groups, summer reading programs, and other programs as assigned
- Teach tech classes and conduct one-on-one tech help
- Maintain and create reader's advisory lists as directed
- Stay informed of professional developments in the field of library science
- Prepare library materials for circulation
- Work with colleagues to maintain the overall aesthetics of the public areas of the library
- Create library social media posts, displays and marketing materials, physical and digital, under the direction of the Head of Adult Services
- Write grants to obtain funding for library programs and services

### **Required Knowledge, Skills, Abilities, and Attributes**

- Good knowledge of modern principles and practices of library science
- Good knowledge of library tools, technology, and resources
- Excellent book knowledge
- Ability to carry out assignments
- Ability to work independently
- Ability to perform close detail work
- Ability to comprehend user's needs quickly and accurately
- Ability to function as a team member
- Ability to express ideas clearly and effectively both orally and in writing

- Excellent customer service skills
- Excellent knowledge of technology and social media platforms

**Minimum Qualifications**

Possession of a Master's Degree in Library Science, Information Studies or other graduate library degree from a library school located in New York State which is registered by the New York State Department of Education or a library school program which is accredited by the American Library Association.

**Special Requirement**

Possession of a current New York State Public Librarian's Professional Certificate at the time of appointment.

**Hours**

A standard work week consists of 37.5 hours per week, Monday through Friday, and typically includes one evening shift per week. Saturday shifts will also be scheduled on a rotating basis, normally once per month.

**Wages and Benefits**

The starting rate of pay for this position is commensurate with education and experience, and is \$51,675 annually and paid sick and vacation time are included. Enrollment in the NYS retirement system is mandated for full-time employees, which includes a 3% match. Optional enrollment in a deferred compensation (457) plan is available, as well as health, vision, and dental benefits are also available.

**Statement of Nondiscrimination**

The library is an equal opportunity employer that complies with state and federal fair employment laws and regulations. The library does not discriminate in recruitment, training, promotion, or other terms of employment based on race, creed, color, sex, sexual orientation, gender identity, age, national origin, disability, veteran's status, and military service.

**To Apply**

Please send a completed Broome County Civil Service application, resume, unofficial college transcripts, and three references to:

Seth Jacobus, Library Director  
George F. Johnson Memorial Library  
1001 Park Street  
Endicott, NY 13760

Or email the above materials to [en.seth@4cls.org](mailto:en.seth@4cls.org) by May 31st, 2024. Interviews for qualified candidates will follow.