



Job Opening: Librarian I (Adult Services)

Employment type: Full-time, Civil Service Position



About Us: The [George F. Johnson Memorial Library](#) is a vibrant and progressive community hub dedicated to providing exceptional library services and resources to the community of Endicott, NY. We are a municipal, public library and a member of the [Four County Library System](#). We promote policies, practices, and resources that will help people of all races, cultures, abilities, and

socioeconomic statuses to have meaningful opportunities to learn and thrive; we work to ensure that the library is an environment where everyone is valued and respected. The Adult Services Area of the library features a large collection of books for readers and listeners of all ages, including collections of DVDs, graphic novels, Playaways, board games, video games, audiobooks, and magazines. We also offer public computers, printing, scanning and copying services, and tech assistance. In fulfilling our mission to the community, we offer programs that address reading, writing, artistic, digital, media, and civic literacy. The Adult Services Department focuses on serving all adults in our diverse community. It is supervised by the Head of Adult Services and typically employs one full-time librarian and one full-time library assistant. They offer an array of both traditional and innovative programs to address the needs of an adult population with varying interests.

Librarian I (Adult Services): The library seeks a motivated librarian with a passion for engaging and inspiring adults to serve as an Adult Services Librarian. This librarian will report directly to the Head of Adult Services and will be responsible for providing library services to adults, including reference, reader's advisory, and programming. The librarian will primarily serve patrons at the Adult Services Information Desk, with additional responsibilities including developing and leading programs, assisting with collection development, conducting outreach, and supporting technology literacy initiatives both at the reference desk and in the library's Tech Center.



Preferred capabilities include problem-solving, organization, technology proficiency, and collaboration. The ideal candidate will possess strong interpersonal and customer service skills, as well as a deep knowledge of literature, current events, and resources relevant to adult patrons.

Examples of Typical Work Activities:

- Assist the public with reference inquiries, technology and device assistance, and placing requests and holds on library materials at the Adult Services Information Desk, as well as via phone and online chat.
- Provide reader's advisory services to patrons through in-person interactions, displays, book lists, newsletters, and digital or printed materials.
- Develop, coordinate, and lead programs for adults, such as book discussion groups, author talks, career and technology workshops, lifelong learning events, and cultural or recreational programs.
- Create marketing and social media content to promote library programs and services, utilizing tools such as Canva to design flyers, graphics, and digital materials.
- Provide technology training through structured classes and one-on-one assistance, both at the Information Desk and in the library's Tech Center, helping patrons with topics such as internet use, digital literacy, eBooks, job applications, and other essential skills.
- Contribute to collection development, recommending and selecting titles that reflect the diverse interests and needs of adult patrons.
- Conduct weeding and collection maintenance projects to ensure the collection remains current, relevant, and accessible.
- Utilize cataloging and record-keeping skills to prepare library materials for circulation and maintain accurate bibliographic records.
- Gather and analyze community feedback and maintain accurate statistics on program attendance and service use.
- Stay informed of trends and best practices in adult library services by attending conferences, workshops, continuing education courses, and engaging with professional literature.
- Work collaboratively to maintain an engaging and welcoming library environment for adult patrons.
- Represent the library through outreach and partnerships with local organizations, attending community events, and promoting library resources and services.

Compensation & Hours: The starting rate of pay for this position will range from \$54,000 to \$57,000 annually (\$27.69 to \$29.23 per hour) and is commensurate with education and experience. Paid sick, vacation, and holiday time are included. Enrollment in the NYS retirement system is mandated for full-time employees. Optional enrollment in a deferred compensation (457) plan is available as well as health, vision, and dental benefits. A standard work week consists of 37.5 hours Monday through Friday and typically includes one evening shift. Saturday shifts are also scheduled on a rotating basis, normally once per month.

Qualifications: A Master of Library Science degree (MLS, MLIS) from an ALA-accredited graduate library or information program and possession of a current New

York State Public Librarian's Professional Certificate are required at the time of appointment. Employment at the George F. Johnson Memorial Library is governed by Broome County Civil Service law. Applicants must qualify for appointment under the Librarian I title. *Appointment will be provisional until the candidate successfully completes a civil service exam for the title.*

Employment Policies & Practices: The George F. Johnson Memorial 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, 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 on or before April 18, 2025. Interviews for qualified candidates will follow.