



Adult Services Substitute Reference Staff

Summary of job responsibilities

The Finkelstein Memorial Library at 24 Chestnut Street, Spring Valley, NY seeks substitute Librarian I and Library Assistant staff for our Adult Services Department. This busy department proudly contributes to the Library's overall service to over 100,000 diverse patrons in Rockland County. On-call hours vary; must be able to work daytime**, night and weekend hours. Position reports to Head of Adult Services.

(Daytime availability a must.)**

Job Description

- Provides professional reference and readers' advisory services to patrons of all ages, in-person and by phone.
- Possesses a working knowledge of library resources in print and online formats.
- Instructs patrons in the use of print and online library resources.
- Possesses ability to explain library programs, services, policies and procedures to patrons in a clear and concise manner.
- Performs related reference projects and other duties as assigned.

Knowledge & Skills

- Enjoys working with a diverse clientele.
- Demonstrates commitment to providing exceptional customer service.
- Proficient knowledge of current technology, devices and social media.
- Flexible schedule required.
- Previous library experience preferred.

Minimum qualifications for Librarian I - Sub

- Master's degree in Library Science from an ALA accredited program.
- Possession of NYS Public Library Certificate upon hire.
- Hourly wage: \$27 / hour

Minimum qualifications for Library Assistant - Sub

- Bachelor's degree OR Associate's degree and three years of paid work experience performing library clerk or library clerk typist duties.
- Hourly wage: \$20 / hour

To apply: please email your resume and cover letter to Assistant Director Beth Zambito at bzambito@rcls.org with the subject "Adult Services Substitute Reference Staff application."