

Nanuet Public Library Seeks Substitute Librarians for Adult and Children's Departments

The Nanuet Public Library seeks substitute Librarians to join the Adult and Children's Departments. We take pride in our thoughtfully chosen collection, our friendly service, and our diverse programming and want the successful applicant to do the same. Responsibilities include reference and reader's advisory by phone, email, and in-person; helping patrons with computers/faxing/scanning; program registration; collection management; research guidance.

Qualifications:

A Master's in Library Science (MLS) and a NYS Professional Librarian's Certificate or Provisional Certificate are required. Excellent customer service and communication skills necessary. Ability to help Library patrons with a variety of technology including e-mail, internet, Microsoft Office suite, eReaders, OverDrive, Libby, and other digital services. Familiarity with Workflows ILS is preferred.

Compensation:

\$30.83/hour

How to apply:

E-mail the following to Jessica Bowen, Library Director at jbowen@rcls.org

- Résumé
- Cover letter specifying interest and experience in Adult, Children's or both
- Detailed shift availability for daytime, evenings, and weekends