



Job Opening

There will be a part-time Librarian I (Adult Services) vacancy at the Winton Branch of the Rochester Public Library. Anyone meeting the following qualifications is invited to apply:

- Any current part-time Librarian I that would like a transfer in grade;
or
- Anyone possessing an MLS degree and NYS certification.

DUTIES:

- Develop and maintain the adult collection;
- Willingness to learn and execute a patron driven acquisitions model;
- Supervise and lead clerical staff in the processing of adult materials;
- Take a proactive role in planning and publicizing adult programming, including adult summer reading, small group or one on one tech tutoring, Winton Book discussion group, and more;
- Actively establish and maintain contact with appropriate community organizations to develop joint projects and promote library programs;
- Provide reference service and computer assistance to all age level library patrons;
- Promote reading and literacy awareness at the library and in the community;
- Attend local, state and national training and conferences for continuing education as funding and scheduling allows;
- Meet with the Site Supervisor once per month to review program planning and publicity;
- Keep accurate library service statistics and submit a monthly summary report and goals for the upcoming month to the Area Coordinator;
- Assist the Site Supervisor in training and supervising the Library Pages;
- Help maintain a welcoming and neat library.

SPECIAL QUALIFICATIONS:

- Ability and willingness to work and communicate with a diverse population of all ages;
- Strong and enthusiastic commitment to delivering excellent customer service;
- Knowledge and ability to use computers and related technology, with the desire to stay abreast of new technology;
- Ability to handle stress and deal with challenging customers;
- Personal and professional creativity, flexibility and good judgment;
- Initiative and ability to work independently.

HOURS: 20 hours a week: Mon. 2 – 8 pm; Tues. 1 – 6 pm; Thur. 2 – 6 pm (when not working a Saturday), Fri. 1 – 6 pm; occasional Saturday.

RATE OF PAY: \$22.66 to \$26.41 an hour

INSTRUCTIONS TO APPLICANTS: Applicants should respond in writing, by submitting an employment application to the Rochester Public Library Personnel Office at: 115 South Ave., Rochester, NY 14604 by Monday, August 21, 2017.