

NOTICE

An opening exists in the
The Community Library
in the position of:

Librarian I (Adult Services)

Annual salary range: \$33,000 - \$35,000 pay commensurate with experience.

Benefits: NY State Retirement, employer contributions to medical insurance, sick leave and paid time off.

The Community Library in Cobleskill, NY is committed to serving our adult patrons with resources, support and opportunities to be successful, happy and healthy. The Library is seeking an energetic, creative and engaging professional with vision to excite adult patrons with diverse and appropriate workshops, classes, and programs. Library staff strive to create a welcoming space for members of our communities to collaborate, discover and grow.

The Community Library is chartered to serve the Cobleskill-Richmondville School District, a population of over 14,000. Located in the heart of the historic Village of Cobleskill, The Community Library serves a rural/suburban college community located about 30 miles southwest of Schenectady, New York in beautiful Schoharie County. The Library celebrates its centennial year in the front half of the 1884 school building with plans to renovate the back half of the building into thoughtfully designed children and teen spaces.

This position engages patrons in our communities through collaborations and outreach with local businesses, organizations and the Friends of the Library to plan, promote and deliver quality programs with a focus on adult populations. They provide readers' advisory, reference services, instruction, public programs, book displays and demonstrate knowledge in effective practices of evaluation and outcome measurement. The Librarian has charge of developing the adult collections and must have experience with Polaris or the desire to learn a new ILS. Knowledge of trends in library services and will offer guidance as the Library develops new spaces and programs. They possess computer skills in the use of Microsoft Office, social media technology and have experience with software to create flyers, poster and brochures and create clear and concise reports. The Librarian demonstrates outstanding customer service at Library service desks, a willingness to work within a team environment, provides staff supervision and reports directly to the Library Director.

Minimum Qualifications:

Possession of a Master's Degree in Library Science, Information Science, or Library and Information Science from a school accredited by the American Library Association;

AND

Possession of a current New York State Public Librarian's Professional Certification;

AND

A minimum of one (1) year of full-time, paid experience in a library setting.

Note: This will be a **provisional** appointment. **Permanent** appointment will be contingent upon successful completion of a civil service examination and becoming reachable on the resulting eligible list.

Schedule: The schedule consists of daytime, evening and weekend hours, totaling 35 hours per week.

Application: Interested candidates **MUST** submit a Civil Service Employment Application, Library Degree College Transcript and a Resume to the Schoharie County Personnel & Civil Service, PO Box 675 Schoharie NY 12157 by 5:00pm on **Thursday, September 2, 2021**

Civil Service Employment Applications may be obtained online at:

www.schohariecounty-ny.gov

https://www4.schohariecounty-ny.gov/PdfFiles/Personnel/Applicat_679.pdf