Sewickley Public Library Job Announcement

Job Title: Part Time Public Services Librarian

Reports to: Assistant Director

JOB DESCRIPTION

Position Summary

We are seeking a dedicated professional with a strong commitment to customer service. Good communication, planning and organizational skills a must. The primary responsibilities for this position include: reference work, collection development, customer service, programming and other activities as assigned by the assistant director.

Requirements

1. MLS from ALA-accredited program or equivalent library experience. (MLS students may apply)
2. Experience with an online integrated library system.
3. Proficient in computer and internet use.

Knowledge, Skills, and Abilities

1. Excellent organizational and time management skills.
2. Ability to communicate clearly and effectively.
3. Ability to adapt to changing and evolving Library procedures, priorities and information technologies.
4. Good knowledge of professional library theories, issues and trends.
5. Experience with a library ILS.

Physical Demands

1. Frequent bending, lifting, reaching and stooping to select and shelve library materials as well as to set up and take down programming materials.
2. Sitting, standing and walking.
3. Lifting and carrying, 25 pounds or less

Expected Hours and Pay

Part-time, 14 – 22 hours per week and will include a day shift, an evening shift and two weekends per month.

Starting pay rate: $19 / hour.

Applications will be accepted until appropriate candidates have been identified.

Send cover letter and resume to: Dustin Shilling, Assistant Director
shillingd2@einetwork.net

Sewickley Public Library is an Equal Opportunity Employer