

The Glen Cove Public Library is seeking a friendly, energetic, and motivated part-time Adult Services Librarian or Librarian Trainee to join our service-oriented Reference Department in Glen Cove, New York.

Position Responsibilities

- Provide Reference Desk coverage to a diverse community.
- Offer readers' advisory services and assist patrons with library databases, digital resources, and e-services.
- Deliver excellent customer service and technology assistance.
- Perform other duties as assigned.

Qualifications

- Master's Degree in Library Science (MLS/MLIS) from an ALA-accredited library school; or
- Currently enrolled in an ALA-accredited MLS/MLIS program and have completed at least 12 credits.
- Excellent communication, interpersonal, and customer service skills.
- Ability to work independently and collaboratively as part of a team.

Schedule

- Up to 16 hours per week. Flexible schedule will include nights and weekends

Salary

- **Librarian:** \$30.00 per hour
- **Librarian Trainee:** \$25.00 per hour

This is a Glen Cove Civil Service position. Applicants must meet the qualifications established by the Glen Cove Civil Service Commission. Librarian I is the civil service exam title; trainee positions are entry-level appointments. For more information: [Glen Cove Municipal Civil Service Commission – Open-Competitive Continuous Recruitment Examination for Librarian I.](#)

Benefits

Part-time employees are eligible to participate in the New York State Retirement System.

How to Apply

Interested candidates should submit a cover letter and resume to:
Carol Stern, cstern@glencovelibrary.org

Applications will be accepted until the position is filled.