

## OPEN POSITION

# Part-Time LIBRARIAN/TRAINEE Children's Department (Various Locations)

The Great Neck Library is seeking a friendly, energetic, highly motivated part-time librarian/trainee to provide excellent customer service to children and parents. The successful candidate must be friendly, hard-working and knowledgeable about children's literature, digital services and video gaming with ability to work a flexible schedule.

### Duties and Responsibilities include:

- Provide reference, research and reader's advisory service to parents and children in a busy four location library system
- Collection Development and Book Displays
- Possess a hands-on, working knowledge of digital services and library download services on various devices and be comfortable showing and promoting these services
- Work independently and collaboratively on projects and programs
- Position may involve prolonged periods of sitting and lifting of up to 25 lbs.
- Other duties as assigned

### Qualifications & Experience Required:

- MLS or MLIS degree or completion of 6 credits towards an MLS or MLIS degree from ALA an accredited institution
- For Librarian-NYS Public Librarian's Professional Certificate required at time of employment
- Experience working with children required (birth – 6<sup>th</sup> grade)

### Schedule:

Part Time- includes Nights and Saturdays. Sundays as needed.

### Salary Range:

Per Hour: \$27.00-\$40.00 Librarian/ \$22.00-\$26.00 Trainee

This is a Union position and is non-civil service.

We are a participating employer in the New York State & Local Retirement System.

*The salary of the finalist selected for this role will be based on a variety of factors, including but not limited to departmental budgets, qualifications, experience, education, licenses, longevity, specialty and training.*

**Reply with resume, cover letter, completed GNL employment application (found here - <https://greatnecklibrary.org/employment/>) and references by October 15<sup>th</sup>, 2025**

Great Neck Library

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Great Neck, NY 11023

[employment@greatnecklibrary.org](mailto:employment@greatnecklibrary.org)

*No Phone Calls Please. The Great Neck Library is an Equal Opportunity Employer.*



Scan the QR code for more information on employment at GNL,  
or visit [greatnecklibrary.org/employment](https://greatnecklibrary.org/employment)