



You Belong Here

East Greenbush
COMMUNITY LIBRARY

518-477-7476 | eglibrary.org

Now Hiring!

(Part-Time) Librarian I, Adult & Information Services

POSITION OVERVIEW:

The East Greenbush Community Library is seeking a dynamic, community-focused individual who is technologically savvy, committed to diversity, equity, and inclusion, and works well in a team environment. The ideal candidate will be capable of providing excellent reference service and readers advisory at a busy public service desk.

KEY RESPONSIBILITIES

Responsibilities may include, but are not limited to

- Provide accurate reference service
- Assist patrons in the use of the library's collections and services
- Assist in the planning, promotion, and presentation of programs for adults
- Provide reader's advisory and basic computer assistance
- Plan and create displays of materials
- Collection development

MINIMUM QUALIFICATIONS:

- MLS or equivalent required from ALA accredited school
- Possession of a NYS Public Librarian's Professional Certificate
- Must be eligible for a provisional appointment as a Librarian I under civil service

COMPENSATION: \$27.54 - \$34.43/hour. Placement within this range is based on relevant experience, following the library's step schedule.

ASSIGNMENT: Ideally, this part-time position will consist of every other weekend (Saturday from 10:00 am to 5:00 pm and Sunday from 1:00 pm to 5:00pm) and Monday and Wednesday evenings from 5:00 pm to 8:00 pm. This schedule is flexible, but some Saturday availability is a must.

REPORTS TO: Head of Adult & Information Services



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BENEFITS:

- Employee Assistance Plan
- Paid sick leave
- Paid family leave
- Optional enrollment in the NYS Retirement System
- Supportive and mission-driven team

APPLICATION INSTRUCTIONS: This is a civil service position; appointments are provisional; and the successful candidate must take the required exam when available. Civil Service applications are available in person at the library or [online](#). Please submit your Civil Service application (leave the social security line blank), resume, cover letter, and three professional references to search@eglibrary.org or deliver them in person (attn. Reni Cunningham). Applications will be reviewed as they are received.

Review of applications will begin immediately, with priority given to early applicants.

ABOUT US:

At the East Greenbush Community Library, we are dedicated to being a vibrant community hub where learning, creativity, and connection thrive. With a strong commitment to diversity, equity, and inclusion, we aim to inspire learning, imagination, collaboration, and compassion by providing our community with equitable access to resources in a welcoming environment. Serving over 100,000 patrons each year, we circulate more than 250,000 items and host programs that engage over 25,000 participants. Proudly recognized by the Times Union as the region's Best Library (2nd place) for five consecutive years, we're excited to expand our team with individuals who share our passion for making a meaningful impact.