

POSITION OPEN DUE TO INTERNAL PROMOTION!

Senior Librarian II**

Reference Department

The Great Neck Library is seeking an energetic, detail oriented, service driven Senior Librarian in the Reference Department for a very active, culturally diverse library system in a highly educated community. The successful candidate will assist patrons in finding books, other materials, and information both on-line and in print, reader's advisory, digital services, collection development and adult programming. Excellent interpersonal, communication and professional skills and cultural competencies are a must.

*** This position is currently a contingent permanent position, meaning that this position is left temporarily vacant by reason of a promotion. Full permanency of this position cannot be guaranteed. Should the permanent employee fail to complete the probationary period, such employee has the right to return to their previous position and displace the contingent employee.*

Duties and Responsibilities include:

- Provide Reference and reader's advisory
- Assist patrons with access to digital services
- Collection development
- Adult programming
- Serials maintenance
- Online database management
- Weekly staff scheduling and staff supervision
- In Department Heads absence, serve as Person in charge of department
- Provide assistance with general administrative duties to the Head of Adult Services and Reference
- Budgeting
- Function as person-in-charge of the library on scheduled nights and weekends
- Position may involve prolonged periods of sitting and lifting of up to 25 lbs.
- Other duties as assigned

Qualifications & Experience Required:

- MLS or MLIS from an ALA accredited institution
- New York State Public Librarian's Professional Certificate required at time of employment
- Minimum of three (3) years Librarian Experience
- Excellent interpersonal, communication and professional skills are a must.

Schedule:

Full time – 35 hours/week, includes days, nights and Saturdays. Sundays as needed

Starting Salary Range:

\$65,000 - \$85,000 plus full benefit package including NYS Retirement System.
This is a Union Position and is non-civil service.

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, and references by January 16, 2026:

Great Neck Library
159 Bayview Ave.
Great Neck, NY 11023
employment@greatnecklibrary.org

No Phone Calls Please.

The Great Neck Library is an Equal Opportunity Employer.



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