



Job Description Substitute Librarian – Temporary Position

Job Summary: Provides exceptional information and reference services, readers' advisory, and assistance with technology questions at both the adult reference desk and children's reference desk. Monitors and maintains the Library's social media presence. Creates social media content including filming and editing video.

Reports to: Assistant Director and/or Head of Adult Services

Hours per week: Variable, but not more than 21 hours per week

Duties:

- Monitors and maintains the Library's social media presence.
- Creates social media content including filming and editing video.
- Provides information and reference services, readers' advisory, and assistance with technology questions at both the adult reference desk and children's reference desk, including one weekend day every four weeks.
- Maintains a current knowledge of books, authors and trends in library services and programs.
- Instructs patrons in the use of the PAC, websites, reference sources and databases and various software programs.
- Anticipates trends that will impact libraries, literacy, publishing, and information technology. Embraces innovation and experimentation. Makes recommendations to help the Library stay relevant and vital to the community.
- Attends staff meetings and related trainings.
- Assists with collection development and weeding on an as-needed basis.
- Performs other assigned duties.

Knowledge and Abilities:

- Demonstrates a thorough knowledge of professional library principles, public reference service expertise, and an understanding of public library operations.
- Demonstrated ability and enthusiasm for working with the public.
- Knowledge of social media and experience with content creation and social media trends.
- Ability to work well with individuals with special needs.
- Working knowledge of common library systems, Microsoft Office software, and research databases.
- Maintains a thorough knowledge of current and emerging library technologies and ability to learn new technologies and adapt to rapidly changing technology environment.
- Ability to work as part of a cohesive team. Willingness to assist and support coworkers, contribute ideas and maintain flexibility.

Communication Skills:



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- Ability to communicate effectively both orally and in writing; ability to perform close, detailed work involving considerable visual effort and concentration.
- Possess good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.

Physical Requirements:

- Physical condition commensurate with the demands of the position
- Lifting and carrying: 50 pounds or less
- Pushing and pulling: objects weighing 300-400 pounds on wheels
- Sitting for extended periods of time

Education and Experience:

- Master's degree of Library and Information Science from a library school that is accredited by the ALA or recognized by the NYS Education Department following acceptable education methods. AND
- Eligibility for a New York State public librarian's professional certificate at time of application for appointment; possession of certificate at time of appointment.

Travel Requirements:

- Travel is not required for this position

FLSA Status:

- This position is exempt.

At the Clifton Park-Halfmoon Public Library, Library staff are encouraged to be proactive and apply sustainable thinking in all areas of the facility, operations, policy, technology, programming and partnerships. All employees will be educated about and participate in the Library's efforts to strive towards the "triple bottom line" definition of sustainability: using practices that are environmentally sound, economically feasible, and socially equitable.