

THE SMITHTOWN LIBRARY

NOTICE OF AVAILABLE POSITIONS

- Date Posted:** March 2, 2021
- Position:** **Library Assistant – Full-Time (Provisional Appointment)**
Smithtown Building – Children’s Department
35 hours per week - includes evenings and weekends, and may include periodic shifts at our other locations.
- Description of Duties:** Under general supervision, the employee will perform para-professional librarian duties in the Children’s Department. Duties to include: assisting librarians in providing reference service and collection development; assists with planning and implementation of library programs and services; prepares and arranges library exhibits and displays; explains to library users the use of the online catalog, electronic databases, and the arrangement and classification system of library materials on shelves; registers patrons for the use of public computers; may accept responsibility for subject area and recommend titles for purchase and weeding. Does related work as required.
- Qualifications Required:** Graduation from college with federally-authorized accreditation or registration by New York State with a Bachelor’s Degree.
- Salary:** Salary is determined in accordance with the pertinent provisions of the current collective bargaining agreement. Entry-level annual salary is \$50,591.00.
- Contact:** If interested in being considered for an interview for this position, please email a letter of application, along with your résumé, and the attached Shift Availability Chart to smithjob@smithlib.org no later than seven business days from the date of this posting.
- Please put LIB ASSIST FT SM CS and your last name in the subject line of your email.**

THE DECISION OF THE LIBRARY DIRECTOR, SUBJECT TO APPROVAL OF THE BOARD OF TRUSTEES, WILL BE FINAL.

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Applicant Shift Availability Chart

Please denote which shifts you are available to work on a consistent basis.

Applicant Name _____ Date _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:30am-2:30pm						X	X
2pm-6pm						X	X
5pm-9pm						X	X
9am-1pm	X	X	X	X	X		X
1pm-5pm	X	X	X	X	X		

Remarks: