

## Adult Services Librarian, full-time

The Kirkland Town Library, located in Clinton, NY is seeking a full-time Adult Services Librarian to join a dedicated and compassionate team. The successful candidate will manage all aspects of providing library service to adults, from reference and inter-library loan to technology assistance. They will work closely with the Library Director to insure the library offers a comprehensive slate of programming and community outreach services. Must be self-motivated, tech savvy, creative and like to have fun at work.

Responsibilities include but are not limited to:

- Actively plan, promote and implement adult programs and represent the library at community events such as Farmers' Market, Festivals and parades.
- Provide information and reference services, and instruct staff and patrons on how to use library resources, equipment and online services.
- Handle all aspects of inter-library loans.
- Understand and maintain the organizational structure of materials in the library, from acquisition to disposal.
- Handle all aspects of material processing and circulation
- Create, maintain and trouble shoot patron accounts and catalog records
- Oversee adult volunteers

Qualifications:

Bachelor's degree from an accredited institution, master's degree in library science from an ALA accredited program preferred. Prior experience in library or similar environment.

Schedule:

35 hours per week. Includes day, evening and weekend hours

Compensation and Benefits:

Starting salary range is \$38,000 - \$42,000, commensurate with experience. Benefits include PTO, Vision/Dental insurance, EAP and health insurance option.

Qualified applicants should submit a resume and letter to Anne Debraggio, Director, KTL at [adebraggio@midyork.org](mailto:adebraggio@midyork.org). Deadline for submission is Wednesday, September 25.

For a detailed job description, please visit the [kirklandtownlibrary.org](http://kirklandtownlibrary.org) website, look for "Employment" under "About Us."