



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

VACANCY – CSEA POSITION

Librarian I (hourly) – Poughkeepsie Public Library District: The Library District seeks a Librarian I (hourly) to join the Youth Services Department. Primary responsibilities include public desk assignments at the Youth Services Desks (evening and weekend rotation applies), collection development tasks in assigned areas, programming, and community outreach. Anticipate 15 – 18 hours per week. Will consider a student matriculated in an ALA accredited MLS program.

Qualifications: Candidates must meet these minimum qualifications:

- ALA MLS recognized by the NYS Department of Education (will consider a matriculated MLS student)
- Eligibility for a NYS Public Librarian’s Professional Certificate at the time of application for appointment; possession of certificate at time of appointment

This is a Civil Service appointment. For permanent appointment, the selected candidate will serve a probationary period of up to six (6) months and must be reachable on an appropriate Civil Service List of Eligibles.

Desired Knowledge, Skills, Abilities, and Personal Characteristics: In addition to the above minimum qualifications, the Library District seeks an individual with the following attributes:

- A desire for civic engagement with the local community and interests and a passion to bring the Library District’s mission and vision outside the building and to the community at large
- Thorough understanding of contemporary collection development standards and practices
- Ability to effectively work with a diverse staff serving a diverse population
- Willingness to work with the Head of Youth Services in the development of departmental policies and procedures as well as service plan implementation

About the Poughkeepsie Public Library District: The Library District (www.poklib.org) is an independent special library district serving the residents and businesses of the City and Town of Poughkeepsie with a chartered population of 75,000 and an annual budget of \$7.5 million. Having recently completed a \$20 million capital improvement plan, the organizational focus will now shift to ongoing service evaluation and development as well as continued community engagement.

Compensation: This is a Civil Service, represented appointment with the annual salary determined by the Board of Trustees upon the recommendation of the Library Director. Salary is \$28.43 per hour (\$22.56 for Librarian Trainee). Minimum one evening per week and a monthly Saturday rotation. Benefits available. Other benefits may be elected. Pro-rated leave package applies.

To Apply: Interest candidates should apply with cover letter and resume via email to Library Director Tom Lawrence at tlawrence@poklib.org. All applications will kept confidential. References will be requested of finalists, only.