



CURRENT VACANCY

POSTING DATES: February 7, 2019

THROUGH: February 22, 2019

JOB TITLE:	Librarian I / Part-Time (Substitute)
SALARY RANGE:	\$23.12 to \$26.94 / Hourly
DEPARTMENT/BUREAU:	Rochester Public Library / Central & Community

TYPICAL WORK ACTIVITIES:

Provides reference and reader's advisory services and instruction to library users;
Performs original cataloging and classification and record editing;
Performs collection development by recommending titles for purchase and/or deletion;
Plans and implements library programs for adults or children;
Compiles bibliographies and functions as subject specialist;
Performs on-line database searches, and search training;
Serves as a liaison for library services to community groups or other libraries;
Designs and produces public relations and library instruction materials;
Prepares statistical and/or narrative reports, memoranda and correspondence;
Supervises the work of clerical, paraprofessional and volunteer personnel in assigned tasks;
Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials.

MINIMUM QUALIFICATIONS:

Master's degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following accepted education practices.

NOTE: Some Universities have renamed their programs and no longer designate the degree as a Masters in Librarianship. Contact the New York State Library's Division of Library Development for assistance.

SPECIAL REQUIREMENTS:

Eligibility for a New York State public librarian's professional certificate at time of application.
Possession of certificate at time of appointment.

DEADLINE FOR APPLICATION IS AT 5:00 PM ON Friday, February 22, 2019. APPLICATION WILL BE ACCEPTED THROUGH THAT DATE IN ROOM 103A, CITY HALL. PLEASE BE CERTAIN THAT YOUR APPLICATION IS COMPLETE AND DESCRIBES ALL RELEVANT EXPERIENCE. APPLICATIONS WILL BE REVIEWED BASED UPON THE INFORMATION SUPPLIED. Resumes may accompany but will not be accepted in place of a City of Rochester employment application. Applications may be obtained at City Hall, on the City's website: www.cityofrochester.gov, or by sending a self-addressed, stamped envelope to Human Resource Management, City Hall, 30 Church Street, Room 103A, Rochester, NY 14614.

Application must be received or post marked by the final filing date, otherwise this application will be rejected.

Carolyn Grinstead, Human Resource Consultant I

EEO/Americans with Disabilities Act Employer