



City of Rochester (NY)

Librarian I/Part-Time/Substitute

SALARY	\$27.79 Hourly	LOCATION	Rochester, NY
JOB TYPE	Part-Time	JOB NUMBER	25FY0414PLA30
DEPARTMENT	Rochester Public Library	BUREAU	Central Library
OPENING DATE	12/01/2025	CLOSING DATE	12/12/2025 11:59 PM Eastern

General Description

This is an entry-level position for library school graduates. Employees in this class are expected to learn the specific applications of professional training by the performance of duties under the general supervision of professional librarians in higher level positions. Instructions may be issued at the beginning of each new assignment. Employees in this class are assigned work progressively more difficult as their experience in the field broadens. Supervision may be exercised over Library Assistants, Clerks, Pages and Volunteers. Related work is performed as required.

LOCATION: Central Library

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

Masters 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.

Employer

City of Rochester (NY)

Address

30 Church Street
Room 103A
Rochester, New York, 14614

Phone

585-428-7115

Website

<http://www.cityofrochester.gov>