

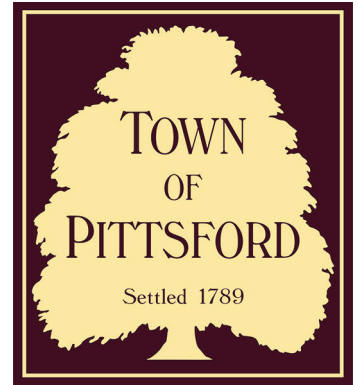
# JOB OPENING

## Pittsford Community Library

Position: **Librarian I or Librarian II**  
(Full-Time)

Posted: January 29, 2020

Deadline: February 29, 2020



The Town of Pittsford has an opening for the position listed above.

The Pittsford Community Library seeks an energetic, positive, service-oriented professional to fill the role of Programming, Outreach, & Communications Librarian.

### Core Staff Qualities

- Motivated to provide warm, welcoming, knowledgeable customer service to all patrons
- Helpful, compassionate, and fun when engaging with coworkers and the community
- Curious and self-motivated to learn
- Organized, detail-oriented, and reliable
- Flexible and resourceful in a changing environment
- Knowledgeable of technology and digital services

### Major Responsibilities

- Oversee the planning, implementation, and coordination of programming and communications for library events and outreach
- Oversee the implementation of library branding and logo promotion
- Oversee social media and print marketing
- Oversee initiatives and budgets related to programming, outreach, and communications
- Supervise two Part-Time Library Clerks for Programming
- Lead the Programming & Outreach Team
- Develop and maintain positive relationships with community organizations
- Provide general reference and readers' advisory to patrons of all ages
- Provide assistance with electronic resources, including eMaterials and other downloadable and streaming services
- Participate in staff and system teams and meetings
- Maintain and develop knowledge through continuing educations
- Perform other duties as assigned

### Qualifications

A Master's Degree in Library and Information Science from a library school accredited by the American Library Association. Anyone who currently has permanent appointment from a Civil Service list as a Librarian I or Librarian II, or desires a transfer in grade. Anyone whose name currently appears on the Monroe County Civil Service Librarian I or Librarian II List of Eligibles. Possession of a New York State Public Librarian professional certificate at time of appointment.

**Hours/Wages**

37.5 hours per week. Candidates must be available Monday through Friday, days and evenings, as well as weekends in rotation. The starting salary range is \$42,000 - \$52,000. Benefits include 24 paid vacation days, floating holidays, paid holidays, and monthly accrued sick time. Participation in medical, dental, and vision benefits is available.

**Statement of Nondiscrimination**

Pittsford Community Library grants equal employment opportunities to all qualified persons, without regard to an individual's age, race, color, religion, gender or gender identity, national origin, political affiliation, disability, genetics, marital status, sexual orientation, veteran's status, and military service. The library complies with all state and federal fair employment laws and regulations.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford  
11 South Main Street  
Pittsford, NY 14534  
Attn: Personnel Department

Email to: [cfleming@townofpittsford.org](mailto:cfleming@townofpittsford.org)  
Fax to: (585) 248-6247  
For an employment application, click [HERE](#)