

# **Part-Time Librarian I – Archives Focus**

*This is a non-competitive Civil Service Position*

## **The Port Washington Public Library seeks a Part-Time Librarian I.**

Preferred candidates must have excellent customer service and a passion for local history archives. A desire to work with historic documents, photographs, and collections is a must. All candidates should have basic computer skills, including word processing and email. Staff duties include working at service desks to assist the public, aiding community members in historical research, creating informational displays and exhibits, participating in library events, and digitizing archival materials. Other duties, as assigned.

***Possession of a New York State Public Librarian Certificate is required.***

Position is 15 hours per week. Tuesday nights (4pm-9pm), Wednesday afternoons (12pm-5pm), and one additional five-hour daytime shift on either Monday, Thursday, or Friday (flexible - either morning or afternoon). Occasional Saturdays. Paid Sundays are assigned on a volunteer basis.

**Pay is \$36.68 per hour.**

**Have Questions? Wish to Apply? Please contact:**

*Liz Agramonte – Head of Local History Center*

*lagramonte@pwpl.org*

*Resumes sent via e-mail will be given first review preference.*