



Part-Time Librarian Young Adult & Adult Services

Non-Competitive Civil Service Position

The Port Washington Public Library seeks an enthusiastic, customer-focused Part-Time Librarian to join our team. This position is responsible for assisting community members at public service desks.

Key Responsibilities

- Provide friendly, professional assistance and customer service at public service desks.
- Assist patrons with requests and digital library resources.
- Occasionally participate and support library events and activities.
- Perform other duties as assigned.

Qualifications & Requirements

- **Certification Required:** Possession of a valid New York State Public Librarian Certificate is required.
- **Customer Service:** Strong interpersonal skills and a commitment to providing exceptional public service.
- **Technical Skills:** Proficiency with basic computer operations, word processing, email, and general office applications.

Schedule & Compensation

Hourly Rate:	\$36.68 per hour
Weekly Hours:	Approximately 8–12 hours per week
Schedule:	Monday evenings, Thursday & Friday day shifts, occasional Saturdays. (Paid Sunday shifts assigned on a volunteer basis)

How to Apply

Please submit your resume via email to:

Lori Gerbasi

Head of Young Adult Services

Email: gerbasil@pwpl.org

The Port Washington Public Library is an Equal Opportunity Employer.