

Bethlehem Public Library (Delmar, NY) is seeking a Librarian 1 - full-time - to join the Youth Services Team.

The ideal candidate will be a friendly, approachable, customer service oriented individual with a positive attitude. Bethlehem Public Library serves an active community, offering a wide range of services, programs and outreach. Excellent interpersonal and communication skills are necessary to engage users in an effort to offer varied assistance, promote library services and provide exceptional customer service. The candidate must be comfortable working with and providing public service to all age groups with an emphasis on youth and caregivers. The person in this position will exercise an outgoing, innovative approach to connecting with the community, engaging, developing and expanding audiences for library services.

The Librarian 1 title is included in the NY HELPS program. The NY HELPS program temporarily allows for appointment to titles without an exam if candidates meet the minimum qualifications for the position. In addition, applicants *MAY* be eligible for a permanent, competitive class appointment if they have a current or previous municipal civil service appointment to the title Librarian 1 or higher within New York State if they meet the criteria for transfer or reinstatement as determined by Albany County Civil Service. *See Below.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for professional Librarian duties. Incumbents are expected to learn the specific applications of professional librarianship by the performance of duties under the 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 clerical personnel in particular tasks. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Provides readers' advisory and reference services to library users;
- Performs original cataloging and classification of library materials;
- Instructs public on the effective use of library resources, including online resources;
- Assists in collection development, including selection and weeding of library materials;
- Secures special books and other library materials as requested by patrons;
- Performs on-line searches of computer databases;
- Compiles bibliographies;
- Conducts tours, book talks, multi-media programs, story times and other public programs;
- Serves as a liaison for activities with community groups or other libraries;
- Prepares statistical and/or narrative reports, memorandum and correspondence;
- Supervises the work of clerical, paraprofessional or volunteer personnel;
- Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses, and reading professional materials;
- May perform library services to the public including but not limited to: notary public, exam proctoring, passport acceptance, issuing of licenses or other public documents (hunting & fishing licenses, bus passes, etc.).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern principles and practices of library science;
- Good knowledge of on-line database systems;
- Good knowledge of bibliographical tools and sources;
- Good knowledge of modern library organizations, procedures, policies and sources;
- Ability to comprehend user's needs quickly and accurately both orally and in writing;
- Ability to perform close detail work;
- Ability to lift objects such as books, supplies and files; skill in the performance of technical library tasks;
- Accuracy; tact and courtesy in dealing with staff and the public;
- Physical condition commensurate with the position.

MINIMUM QUALIFICATIONS:

Possession of a graduate library degree from a library school located within New York State, which is registered by the State Education Department or from a library school program, which is accredited by the American Library Association.

SPECIAL REQUIREMENT:

Possession of a current New York State Public Librarian's Professional Certificate from the New York State Education Department. Incumbent must maintain certification throughout employment.

Schedule: 35 hours per week, Monday 1-9pm, Tuesday through Friday, 9am-5pm and every 5th weekend in rotation (Saturday 10am-5pm, Sunday 12noon-5pm; no Sundays during July and August)

Salary: \$60,346-\$68,290/annual

Bethlehem Public Library offers generous benefit leave (vacation, sick, personal), paid holidays, health insurance with employer contribution, dental and vision insurance, participation in the NYS and Local Retirement System, NYS Deferred Compensation Plan, MetLife 403(b), medical and dependent care flex spending accounts, Employee Assistance Program, training and professional development opportunities.

Application Deadline: March 21, 2025

Interested individuals should send cover letter, resume, library employment application and Albany County Civil Service employment application to Tracey McShane, HR Manager, at tracey@bethpl.org

Bethlehem Public Library employment application - <https://www.bethlehempubliclibrary.org/wp-content/uploads/2016/06/employment-application-FINAL.pdf>

Albany County Civil Service employment application - <https://www.albanycounty.com/home/showpublisheddocument/54/637328210811100000>

***Candidates will not have to take an exam for this title.** This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.