



## **NOW HIRING**

The Richmond Memorial Library in Batavia, NY, is now hiring a part-time/substitute adult reference librarian.

## **QUALIFICATIONS**

This permanent part-time appointment requires flexible daytime availability, and an active public librarian certificate issued by the New York State Education Department. Certification typically requires the Masters Degree in Library & Information Science, and ongoing professional development for those certified after 2009.

## **AVAILABILITY**

A substitute librarian may work a regular evening shift (5-9) and occasional weekday as needed. The substitute librarian would be on call in the event that coverage on the reference desk is needed.

## **DUTIES**

The primary duties of the substitute librarian are to assist patrons using our Integrated Library System, website, subscription databases, reference books, computers, and microfilm machines to answer standard reference, research, bibliographic, local history, and readers' advisory inquiries; and with such tasks as logging in, printing, saving, downloading, and streaming to our computers or their devices. Secondary duties are to enforce library policies and procedures, sometimes acting as "person in charge" of the library in the absence of the library director; and to assist full time librarians with marketing, promotions, and collection maintenance tasks as downtime permits. For the interested and motivated librarian, a monthly or quarterly library program could be added; but this is not a requirement of the position.

## **COMPENSATION**

In addition to a competitive wage of \$19.00/hour, the Richmond Memorial Library supports the ongoing professional development of its librarians. Seminars, webinars, workshops, and so forth are paid by the library and attended on the clock, while conference opportunities (including registration, travel, and hotel accommodation) arise based on seniority.

## **APPLICATION**

TO APPLY: contact Library Director Beth Paine with inquiries at 585-343-9550 x 7; or complete and return the attached Genesee County Civil Service Application to the Richmond Memorial Library, or by email to [bpaine@nioga.org](mailto:bpaine@nioga.org).

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[www.batavialibrary.org](http://www.batavialibrary.org)  
585-343-9550