

NOTICE

An opening exists in the
The Community Library
in the position of:

Librarian I (Adult Services)

The Community Library in Cobleskill, NY is committed to serving our adult patrons with resources, support and opportunities to be successful, happy and healthy. The Library is seeking an energetic, creative and engaging professional with vision to excite adult patrons with diverse and appropriate workshops, classes, and programs. Library staff strive to create a welcoming space for members of our communities to collaborate, discover and grow.

The Community Library is chartered to serve the Cobleskill-Richmondville School District, a population of over 13,000. Located in the heart of the historic Village of Cobleskill, The Community Library serves a rural/suburban college community located about 30 miles southwest of Schenectady, New York in beautiful Schoharie County. The Library is housed in the front half of the 1884 school building with renovation underway of the back half of the building into thoughtfully designed children and teen spaces, dedicated space for hands on programs, rentable space for business meetings and trainings and a larger history room to house our collection and provide research space.

This position engages patrons in our communities through collaborations and outreach with local businesses, organizations and the Friends of the Library to plan, promote and deliver quality programs with a focus on adult populations. Provide readers' advisory, reference services, instruction, public programs, book displays and demonstrate knowledge in effective practices of evaluation and outcome measurement. The Librarian has charge of developing the adult collections and must have experience with Polaris or the desire to learn a new ILS. Knowledge of trends in library services and offer guidance as the Library develops new spaces and programs. Experience with grant writing, delivery and evaluation. Possess computer skills in the use of Microsoft Office, social media and Word Press. Experience with Canva to create flyers, poster and brochures and create clear and concise reports. The Librarian demonstrates outstanding service at Library service desks, a willingness to work within a team environment, provides staff supervision and reports directly to the Library Director.

Minimum Qualifications:

Possession of a Master's Degree in Library Science, Information Science, or Library and Information Science from a school accredited by the American Library Association;

AND

Possession of a current New York State Public Librarian's Professional Certification;

AND

A minimum of one (1) year of full-time, paid experience in a library setting.

Note: Part-time experience can be pro-rated to equal full-time, based on number of hours worked per week.

Note: This will be a **provisional** appointment. **Permanent** appointment will be contingent upon successful completion of a civil service examination and becoming reachable on the resulting eligible list.

Compensation and Hours: The starting rate of pay for this position will range from \$45,000 to \$48,000 annually and is commensurate with education and experience. Paid time off, holiday time and sick leave are included. Enrollment in NYS retirement is mandated for full-time employees. Optional enrollment in a deferred compensation (457) plan is available as well as a health insurance stipend. A standard work week consists of 38 hours Tuesday through Saturday and typically includes evenings.

Application: Interested candidates **MUST** submit a Civil Service Employment Application, Library Degree College Transcript and a resume to The Community Library, 110 Union St., Cobleskill, NY 12157 or email cob-director@mvls.info by 5:00pm on **Thursday, July 17, 2025**

Civil Service Employment Applications may be obtained online at:

www.schohariecounty-ny.gov

https://www4.schohariecounty-ny.gov/PdfFiles/Personnel/Applicat_679.pdf