

Oswego School District Public Library, in Oswego, NY  
<https://oswegopubliclibrary.org/>

Full Time, 35 hour per week Librarian I

The Oswego School District Public Library, in Oswego, NY invites a diverse group of applicants for an exciting new opportunity as a Librarian I. Diverse individuals, including applicants of different races, sexual orientations, gender identity, disability status and country of origin, etc. are welcome. Also known as Port City, Oswego is a city of about 17,500 residents, located in Oswego county. The library serves around 26,200 people, including the City of Oswego, Scriba and Minetto.

Built in 1857, the library is the oldest public library in the US in its original building. The library is an exciting, collaborative place to work. Our goal is for the library to grow and provide innovative programs for children, teens and adults, both virtual and in-person. The library is committed to providing a harassment-free workplace. We participate in the NYS retirement system. Benefits include a pension, paid holidays, sick leave, vacation, personal days, birthday and health insurance. The library also offers support for professional development with funds to cover training costs.

Minimum qualifications:

Education, specialized background, training and experience.

Graduation from a registered college or university accredited by the American Library Association or registered by the NYS Education Department to grant degrees with a Master's Degree\* in Library Science, Information Services or equivalent.

Minimum qualifications are in accordance with New York State Education Department Division of Library Development.

**SPECIAL REQUIREMENT:** Eligibility and application for a New York State Public Librarian's Professional Certificate at time of application.

Knowledge, Skills, and Abilities:

Good knowledge of modern principles and practices of library science; good knowledge of on-line database systems; good knowledge of bibliographic tools and sources; good knowledge of library materials and collection issues for a specific subject area if functioning as a subject specialist; good knowledge of modern library organizations, procedures, policies, aims, and services; skill and accuracy in the performance of technical library tasks; ability to perform as a team member in the planning and implementation of automation or other library programs; ability to think critically to understand the needs of library patrons and groups and to prescribe information or materials accordingly; ability to carry out library policies and procedures; good

interpersonal skills; ability to motivate and work with staff; ability to cope with multiple patron types and issues; skill and accuracy in the performance of technical library tasks; ability to perform as a team member in planning and implementation of automation or other library programs; familiarity with web design.

Typical work activities include:

- - Providing customer service at library service desk;
- - Providing reference assistance and readers advisory service to customers;
- - Resolving patron complaints using independent judgment in a fair and unbiased manner based upon library policy;
- - Acting as a liaison for library services to community groups and organizations;
- - Supervising the work of clerical, paraprofessional and volunteer personnel.
- May oversee duties of custodian;

**Position is available to start immediately.** Salary is commensurate with experience.

Statement of Non-Discrimination:

The Oswego Public Library grants equal employment opportunities to all qualified persons without regard to an individual's age, sex, color, religion, marital status, national origin, political affiliation, handicapped status, or sexual orientation. The library complies with all federal and state regulations dealing with employment

Instructions to Applicants:

Interested individuals meeting the qualifications should submit the following documents:

1. a cover letter, resume, and a list of three professional references (eg former supervisors); and
2. the Application for Examination or Employment, City of Oswego Department of Personnel form.

The link for the application form is:

<https://www.oswegony.org/work/application-rev0119>

(link is external).

Please send materials in an email to [mmcdermott@ncls.org](mailto:mmcdermott@ncls.org) with subject line "OPL librarian" for review. Review of applications will begin on July 1, 2021 and will continue until the position is filled.

Questions can be sent to [mmcdermott@ncls.org](mailto:mmcdermott@ncls.org).