

# CENTRAL ISLIP PUBLIC LIBRARY CAREERS

## POSITIONS

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PLEASE NOTE THE CENTRAL ISLIP PUBLIC LIBRARY ACCEPTS APPLICATIONS FOR PART-TIME EMPLOYMENT ON AN ONGOING BASIS. APPLICATIONS ARE AVAILABLE ON SITE AND ONLINE. ALL APPLICATIONS REMAIN ON FILE FOR SIX MONTHS. AFTER THAT PERIOD, YOU MUST SUBMIT A NEW APPLICATION. FULL-TIME POSITIONS ARE PENDING CIVIL SERVICE CANVAS PROCEDURES.

THE CENTRAL ISLIP PUBLIC LIBRARY IS COMMITTED TO A POLICY OF EQUAL EMPLOYMENT OPPORTUNITY AND DOES NOT DISCRIMINATE IN THE TERMS, CONDITIONS, OR PRIVILEGES OF EMPLOYMENT ON ACCOUNT OF RACE, AGE, COLOR, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION, PHYSICAL OR MENTAL DISABILITY, OR RELIGION OR OTHERWISE AS MAY BE PROHIBITED BY FEDERAL AND STATE LAW.

## JOB DESCRIPTIONS

### PAGE:

KEEP THE LIBRARY RUNNING FROM DAY TO DAY BY SORTING AND SHELVING BOOKS YOU MAY ALSO ASSIST WITH CRAFTS AND OTHER TASKS. THIS ENTRY-LEVEL ROLE PROVIDES SUPPORT TO LIBRARY STAFF AND A GREAT WAY FOR EMPLOYEES TO FIND OUT IF A CAREER IN LIBRARIES IS RIGHT FOR YOU. TYPICALLY AN AFTER-SCHOOL JOB.

### CLERK:

AS A LIBRARY CLERK, YOUR RESPONSIBILITIES ARE TO DIRECT PATRONS TO THE PROPER DEPARTMENT, ANSWER QUESTIONS, CHECK BOOKS IN AND OUT AT THE PATRON SERVICES DESK, AND ISSUE LIBRARY CARDS. DOES RELATED WORK AS REQUIRED.

### LIBRARIAN TRAINEE:

THE POSITION IS PERFORMED WHILE ATTENDING AN ACCREDITED LIBRARY SCHOOL PURSUING A MASTER'S DEGREE IN LIBRARY SCIENCE OR INFORMATION STUDIES. TERM OF APPOINTMENT WILL NOT EXCEED 3 1/2 YEARS DURING WHICH THE INCUMBENT IS REQUIRED TO OBTAIN A MASTERS DEGREE IN LIBRARY SCIENCE OR INFORMATION STUDIES FROM A LIBRARY SCHOOL ACCREDITED BY THE AMERICAN LIBRARY ASSOCIATION OR RECOGNIZED BY THE NEW YORK STATE EDUCATION DEPARTMENT. YOU WILL LEARN AND PERFORM THE INCREASINGLY DIFFICULT TASKS OF A PUBLIC LIBRARIAN, WORKING UNDER SUPERVISION OF PROFESSIONAL LIBRARIANS. DOES RELATED WORK AS REQUIRED.

### LIBRARIAN:

A LIBRARIAN IS IN CHARGE OF COLLECTING, ORGANIZING, AND ISSUING LIBRARY RESOURCES SUCH AS BOOKS, FILMS, AND AUDIO FILES. YOUR DUTIES WILL INCLUDE ISSUING RESOURCES, CATALOGING BOOKS, AND CONDUCTING REGULAR AUDITS. REQUIRES AN MLIS DEGREE. DOES RELATED WORK AS REQUIRED.

### CUSTODIAN:

RESPONSIBLE FOR MAINTAINING THE CLEANLINESS OF THE BUILDING AND THE SURROUNDING GROUNDS. YOUR DUTIES WILL INCLUDE VACUUMING FLOORS, SANITIZING RESTROOM FACILITIES AND COLLECTING TRASH TO ENSURE THE BUILDING'S OCCUPANTS HAVE A CLEAN SPACE. DOES RELATED WORK AS REQUIRED.

### SECURITY:

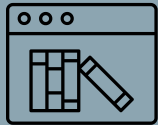
MAKES REGULAR ROUNDS OF THE INTERIOR AND EXTERIOR OF THE CENTRAL ISLIP PUBLIC LIBRARY. PATROLS AND MONITORS THE PUBLIC AND STAFF PARKING AREAS. RESPONDS TO STAFF CALLS FOR ASSISTANCE. INITIATE CALLS FOR ASSISTANCE TO CITY POLICE OR FIRE AS NEEDED.



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**PAGE**



**CLERK**



**LIBRARIAN  
TRAINEE**



**LIBRARIAN**



**CUSTODIAN**



**SECURITY**

