

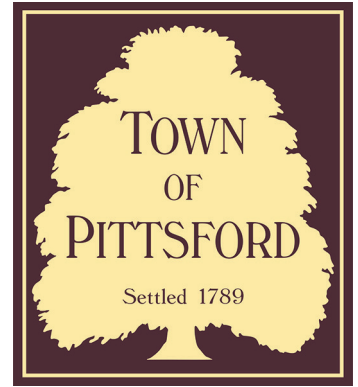
# JOB OPENING

## Pittsford Community Library

Position: **Teen Services Librarian I**  
(Part-Time)

Posted: September 24, 2025

Deadline: October 17, 2025



The Town of Pittsford has an opening for the position listed above.

The Pittsford Community Library seeks an energetic, positive, service-oriented professional to fill the role of Part-time Teen Services Librarian I.

### **Core Staff Qualities**

- Motivated to provide warm, welcoming, knowledgeable customer service to all patrons
- Helpful, compassionate, and fun when engaging with coworkers and the community
- Curious and self-motivated to learn
- Organized, detail-oriented, and reliable
- Flexible and resourceful in a changing environment
- Knowledgeable of technology and digital services

### **Major Responsibilities**

- Oversees the management of the budget and Teen collection per the library's Collection Development Policy
- Oversees the planning, development, and implementation of Teen programming
- Provides general reference and readers' advisory to patrons of all ages
- Assists patrons of all ages with technology requests
- Attends and participates in staff and system meetings
- Maintains and develops knowledge through continuing education
- Performs other duties as required

### **Physical Requirements**

- Physical demands commensurate to job description
- Ability to push a full cart

**Supervisory Authority:** Reports to Nonfiction Collections and Digital Services Librarian / Assistant Director

### **Qualifications**

A Master's Degree in Library and Information Science from a library school accredited by the American Library Association. Possession of a New York State Public Librarian professional certificate at time of appointment.

### **Hours**

25 hours per week. Candidates must be available Monday through Friday, days and evenings, as

well as weekends in rotation.

### **Pay**

The hourly rate is \$26.92.

### **Benefits**

Benefits for part-time staff are earned based on position title. This position will be eligible for earned vacation time, Library holidays, floating holidays, and sick time. Participation in the NYS Local Retirement System is voluntary for part-time staff, with the exception of those that currently hold an active membership, then it is mandatory. Health and dental benefits are available at full cost of the premium to the employee.

### **Statement of Nondiscrimination**

The Town of Pittsford provides equal employment opportunities for all employees and applicants for employment. The Town does not discriminate against, or grant preferences to, any person on the basis of race, religion, color, sex, age, ancestry, national origin, marital status, pregnancy, sexual orientation, disability, or any other characteristic protected by federal, state or local law. The Town applies the same policy to all personnel actions, including, but not limited to, recruitment, selection, training, transfers, promotions, evaluation, compensation, discipline, layoffs, terminations, and rehires.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford  
11 South Main Street  
Pittsford, NY 14534  
Attn: Personnel Department

Email to: [cfleming@townofpittsford.org](mailto:cfleming@townofpittsford.org)  
Fax to: (585) 248-6247  
For an employment application, click [HERE](#)