

The Sharon Springs Free Library
is accepting applications for a part-time
LIBRARY DIRECTOR

This position requires:

- Customer service skills to provide library and technical assistance to patrons of all ages
- Working a flexible schedule including night and weekend hours
- Keyboarding skills and a technical understanding of computers and printers
- Ability to learn an automated library software system
- A basic understanding of filing systems and organization.
- Processing and selection of library materials
- Supervision of library staff and scheduling
- Compiling monthly and yearly reports.
- Planning and coordinating programs and events

To apply for this position, please submit a letter of interest and a resumé to:
SSFLibrarytreasurer@gmail.com or by mail to P.O. Box 268, Sharon Springs, NY 13459 by December 15th, 2017.