



**To:** All Eligible Librarians  
**From:** Heather DeMay, Reference Services Manager  
**Date:** March 4<sup>th</sup>, 2026  
**Re:** **Part-Time Librarian I Opening**

Brighton Memorial Library has an opening for a part time Librarian I. The successful candidate will serve primarily in Brighton Memorial Library's Information Center and will report to the Reference Services Manager. At times, this Librarian may be assigned to serve at the Children's Center. **Applications are due Friday, March 20<sup>th</sup>, 2026.**

### **Eligibility**

- Valid New York State Public Librarian Certificate

### **Major Duties**

- Provide in-person and phone reference, technology instruction and reader's advisory services at the Information Center, and in the Children's Center when assigned
- Assist the Adult Programming Services Manager by booking program presenters, running book discussion group, and other projects and patron classes as required
- Assist with overseeing the work of Library Aides, Pages, and Volunteers when staffing public service desks
- Other duties as assigned

### **Desired Qualifications**

- Interest and background in providing reference services, technology instruction, and reader's advisory
- Proven ability to communicate effectively with people of all ages, both verbally and in writing
- Experience using print and digital resources for reference service
- Experience using Microsoft Office, Outlook, and Google apps
- Comfort with public speaking and with providing training for large and small groups
- Ability to work in a team environment
- Friendly, outgoing demeanor and maturity in interpersonal relations
- Poise and flexibility in a busy setting, serving patrons with high expectations

### **Hours**

M: 12:45-4:30pm; W: 12:15-4:30pm; Th: 12:15-4:30pm; F: 1:30-6:15pm and 1 weekend rotation per month (Saturday and Sunday)

**Approximately 19 to 24 hours per week**

### **Salary**

Schedule: \$29.61 to \$38.49 in six steps based on performance and service years

## **Instructions to Applicants**

Qualified applicants should respond in writing to:

Heather DeMay, Reference Services Manager, or via email at [heather.demay@libraryweb.org](mailto:heather.demay@libraryweb.org) no later than **March 20<sup>th</sup>, 2026**.

Please enclose or attach the following:

- letter of interest
- resume
- completed Brighton Memorial Library application available at [www.brightonlibrary.org](http://www.brightonlibrary.org)
- names, titles, phone numbers, and email addresses of three professional references

## **The Town of Brighton's Commitment and Statement to Equitable Hiring**

The Town of Brighton is committed to the centralization of diversity, equity and inclusion and is an Equal Opportunity Employer. Our dedication to cultivating a culture of belonging and inclusion is evident in all that we do. We recognize the importance of harnessing diversity and therefore acknowledge the talent, innovation, individual differences and lived realities as unique contributions from our staff. In our quest to advance DEI efforts, the Town of Brighton welcomes job applicants without regard to age, culture, disability, ethnicity, gender expression or identity, race, religion, national citizenship or origin, family care status, marital status, pregnancy, military status, veteran status, prior criminal offense, domestic violence victim status, genetic status, limited English proficiency or any other lawfully protected status.