

Middle Country Public Library Employment Application



**Middle Country
Public Library**
101 Eastwood Blvd.
Centereach, NY 11720
631-585-9393
www.mcplibrary.org

The library is a governmental institution that participates in Suffolk County Civil Service. Full-time candidates for library employment are selected from established Civil Service lists.

Candidates for part-time employment are welcome to fill out the attached employment application. Completed applications are kept on file for one year and will be considered for any open position for which they are eligible and qualified. Not all applicants will be called for an interview. Incomplete applications will be disregarded. (*per Civil Service rules, part-time positions are no more than 17.5 hours per week*)

Page: Duties include shelving library materials, maintaining the collection, assisting in library programs, setting up tables and chairs, and other duties as needed. Applications will be accepted from district residents who are age 16 or older.

Café Worker: Duties include preparing hot and cold beverages, setting up counter for service, stocking and organizing prepackaged foods, cash register, and cleaning of the coffee machines, tabletops, and countertops. Applicants must be age 16 or older.

Library Clerk: Duties vary by department. Departments include Customer Service, Technical Services, and Public Services. A high school diploma or equivalent is required; clerk candidates must be district residents.

Custodial Aide: Responsible for cleaning and maintenance in the building. Custodial work includes, but is not limited to, vacuuming, mopping, dusting, cleaning bathrooms, and emptying trashcans. A high school diploma or equivalent is required.

Security Guard: Duties include making period checks of all areas of the Library and assisting the building supervisor with enforcing rules/policies and calming disturbances and emergencies. A high school diploma or equivalent and a valid NYS security guard license are required.

Network and Systems Technician: Duties include installation, upgrading, monitoring, troubleshooting and repair of equipment, printers and software; setting up laptops, projectors and other equipment for library presentations; providing technical support for both staff and public computers; and performing other functions as required. College coursework and/or relevant work experience is required. Network and systems technicians must attach a resume to their application.

Librarian: Duties vary by department. They include, but are not limited to, providing reference and research assistance to patrons and assisting them with computer use, ordering books and other library materials, and implementing programs. Enrollment in an accredited MLS program or completed MLS degree is required. A NYS Public Librarian Certificate is required for those who have completed their MLS degree. Librarian candidates must attach a resume to their application.

**Thank you for your interest in working at Middle Country Public Library.
Please keep this sheet for your information and return the application to a
reference desk or via email at business@mcplibrary.org.**