

Madison Public Library Adult Services Department

Part Time Adult Services Librarian

The Madison Public Library seeks a part time librarian for our busy Adult Services department. Candidates must be knowledgeable, friendly, comfortable with Teens and Adults, and able to multi-task with ease. Fluency in English and proficiency with a variety of Microsoft applications, electronic materials and reference tools are a necessity. Experience within the Main Library Alliance and all aspects of adult programming are a plus.

Responsibilities include working the adult reference desk, managing the scheduling of our busy study and conference rooms, computer assistance for patrons as needed, and print and digital readers' advisory. Additional tasks may include creating displays, marketing, booking adult programs, and other tasks germane to the position. The schedule is up to 18 hours per week, including every Monday evening from approximately 4pm to 9pm, Tuesday morning from 10am-3pm and Friday mornings from 10am- 2pm. This position participates in the weekend rotation, which is every 5th Saturday 9:30am to 5pm and every 7th Sunday (between Labor Day and Father's Day) 12:30pm to 5pm, with additional substitute hours as needed.

This position begins in January 2026 and does not include health, vision or dental benefits. Per NJ State law, sick time will be accrued at the rate of 1 hour for every 30 hours worked, to a maximum of 40 hours per year. This position is not PERS eligible, but does include participation in DCRP. The starting pay rate is \$37.00 per hour for Librarians or \$27.95 per hour for qualified MLIS students.

Candidates must possess a MLIS or equivalent degree and possess or be eligible for a NJ Professional Librarian's Certificate. MLIS students will be considered, if their training and experience are sufficiently advanced to perform the duties of the position. Interested candidates should submit a Resume and Letter of Interest to lynn.favreau@madison.mainlib.org. No phone calls, faxes or in person inquiries. The Library will only contact the candidates selected to interview. Preference will be given to applications received by December 19, 2026, but the position will remain open until filled.

ADA/EOE