



Part-Time Children's Librarian

Reports to: Library Director

Job Description:

Meets the needs of children, families, and community members serving children and families through the development and implementation of children's library services. Services include preparing and presenting storytimes and other programming, providing instruction on library technologies and tools, providing outreach to schools, daycares, and community organizations, and connecting children and families to relevant library materials and resources. Provides system-wide expertise and training on children's literature, child development, and current research, trends, and focuses in children's services. Develops and maintains specific areas of the library's materials collections in all formats. Provides welcoming, friendly, efficient, knowledgeable, and professional customer and library service to internal and external customers.

Responsibilities:

- Develop and implement storytimes, programs, workshops, classes, tours, and other community outreach to meet the reading and educational interests of the community and further the mission of the library. Programs and events take place in the library and out in the community.
- Serves as a professional library resource by recommending children's library materials in all formats to library patrons and community groups; provides leadership and trains staff in children's library materials recommendations, trends in reading and publishing, and community reading and learning interests.
- Provides outreach to and develops partnerships with educational institutions and educators, childcare facilities, city departments, and community organizations serving children and families. Focuses on aligning and connecting library services with the children and families served by those organizations and institutions.
- Builds and maintains relationships in the community with individuals and organizations to develop library partnerships that meet community needs. Speaks publicly to groups about the library and its services and resources.
- Teaches community members and staff how to effectively use library resources and technologies, developing appropriate methods and curricula for varied audiences.
- Develops and maintains a physical and digital collection that anticipates and meets the needs of children, ensuring it is diverse, current, and relevant. Actively seeks feedback from the public and staff and routinely conducts collection maintenance.
- Provides professional public service, including information, research services, and circulation functions, in person, over the phone, and digitally.
- Participates with colleagues in cross-functional teams to accomplish goals and objectives.
- May be responsible for library services for a specific population or specialized library service.
- May serve on library or community committees.
- May seek grant opportunities and prepare grant proposals.
- Performs other duties within the scope of the classification.

### Requirements:

- Knowledge of current principles and practices of public library service and the future and emerging role of the public library in the community
- Library collection development practices.
- Current trends, innovations, technologies, techniques, and materials in the library profession.
- Knowledge of Library operations, procedures and policies as well as relevant city policies. Children's literature spanning birth – middle school; publishing, format, and access trends. Child development and public library early literacy practices
- Excellent written and oral communication including speaking to large and diverse audiences.
- Excellent organizational skills; including handling concurrent activities and competing priorities.
- Taking leadership roles in projects, programs, and proactive resolution of daily operational situations and issues as they emerge.
- Think creatively and be willing to experiment in developing creative library programs and services that engage the community.
- Commit to the principles and 'best practices' in librarianship and customer service.
- Convey enthusiasm about learning, stories, information, library resources, and the library's role in the community.
- Adapt to changing needs; recognize and set priorities. Be flexible in options and open to creative solutions.
- Provide exceptional customer service.
- Be accurate, thorough, and timely in the completion of assignments.
- Work independently and collaboratively to accomplish tasks and projects
- Interact with library staff and the public using courtesy, patience, tact and good judgment.
- Work with a diverse population and handle a wide range of challenging situations.
- Articulate, support, and implement the mission, strategic directions, and policies of the Library
- Maintain consistent and punctual attendance.
- Physical in performing essential functions of the job including:
  - Hearing acuity and verbal ability sufficient to communicate using a telephone or in-person;
  - Stand for up to four hours at a time;
  - Reach shelves up to six feet high and at floor level;
  - Transport library materials weighing up to 25 lbs., often in a confined space; up to 40lb infrequently.
  - Move a loaded book truck or a dolly loaded with library materials for offsite visits.
  - Correctable visual acuity to read a computer screen or a typewritten page.

### Minimum Qualifications:

Masters Degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the New York State. OR graduation from an accredited library school within six months of hire date.

Eligibility for a New York State Public Librarian's professional certificate at time of application; possession of certificate at time of appointment.

### Compensation and Benefits:

- \$17.00 an hour
- Paid Time off (10 days per year)
- NYS Retirement System eligible