

Palisades Free Library Part-time Children's Reference Librarian

July 2020

General Duties:

Selects youth materials, coordinates presenters for youth programming, and offers reader's advisory for ages 0-17 years. Works with members of the public of all ages at the reference desk answering reference questions, suggesting reading materials, and assisting with library equipment.

This position is for 20-25 hours a week that includes one evening, plus one weekend a month.

Examples of Work (Illustrative Only):

- Engages the public with positive, pleasant and professional customer service
- Selects and orders books and materials for ages birth through high school
- Provides reader's advisory to youth and families
- Conducts story times for infants and their care givers
- Hires presenters for other monthly youth programming
- Manages summer reading program for children ages birth to twelve
- Organizes, displays and maintains the collection in the children's room and YA section
- Coordinates with the other 4 South Orangetown youth librarians
- Conducts outreach to the community through school visits in the spring and fall
- Posts to the library blog, Facebook and other social media accounts
- Handles routine problems under the guidance of a supervisor
- Enforces the rules as laid out by the Ramapo Catskill Library System and the Palisades Free Library Board of Trustees
- Attends LARC and RCLS youth services meetings
- Duties as assigned

Required Knowledge, skills and abilities:

- Masters of Library Science or currently enrolled in ALA accredited school
- Coursework in serving youth populations
- Knowledge of and interest in children's literature
- Knowledge of trends and practices in the field of youth librarianship
- Enjoys working with children and families
- Ability to get along with patrons and staff
- Knowledge of general computing principles and ability to create and edit documents in MS Office
- Ability to post to social media
- Ability to demonstrate how to use library databases and ebooks
- Ability to make decisions and to work independently
- Is dependable, complies with work schedules and attendance requirements
- Possess good command of the English language and communicates clearly, both orally and in writing
- Ability to physically perform the duties such as using a step to reach high shelves, bending or stooping to reach low shelves and carrying books and materials
- Is mindful of the library's sustainability initiative and operates under the guidelines the library environmental policy