



1130 East Main Street
Shrub Oak, NY 10588
(914)-245-5262
www.yorktownlibrary.org

Head of Children's Services (Librarian II)
John C. Hart Memorial Library – Shrub Oak, NY

The John C. Hart Memorial Library, one of the highest circulating libraries in Westchester County serving a population of approximately 47,000, seeks a dynamic, innovative, and service-driven professional to lead its Children's Services Department.

This is a key leadership opportunity for a forward-thinking librarian who is ready to revitalize and elevate children's services through vision, energy, and strong management. The successful candidate will bring creativity, strategic thinking, and a passion for youth services, along with the ability to inspire staff, strengthen community connections, and position the department as a vibrant, essential resource for families.

Position Overview

The Head of Children's Services is responsible for providing leadership, direction, and oversight of all services to children from birth through age 11. The position requires a confident and engaging manager who can motivate a team, implement new ideas, and align departmental goals with the library's long-range strategic plan.

The ideal candidate will demonstrate:

- A clear and compelling vision for innovative, inclusive, and responsive children's programming and collections
- Strong supervisory and team-building skills, with the ability to mentor and motivate
- Excellent interpersonal and communication skills, with a talent for building meaningful relationships with families, schools, and community partners
- Experience in outreach and partnership development, particularly with local schools, businesses, and community organizations
- An understanding of marketing and promotion strategies to effectively increase visibility and engagement with library programs and collections
- Creativity, adaptability, and a willingness to reimagine services to meet evolving community needs

Key Responsibilities

- Lead, manage, and inspire the Children's Services team, fostering a collaborative, accountable, and high-performing department
- Develop and implement a strategic vision for children's programming and collections that supports the library's mission and goals
- Plan, promote, and evaluate a wide range of programs for children ages 0–11, including storytimes, educational initiatives, STEAM programming and special events

- Oversee collection development for both physical and digital materials in accordance with established policies
- Build and maintain strong relationships with local schools, community organizations, and families through active outreach
- Collaborate with library administration and staff to enhance cross-departmental initiatives and community impact
- Utilize marketing and promotional tools to increase program attendance and awareness of services

Physical Requirements

- Ability to reach, bend, and retrieve materials from shelving at various heights, including above 6 feet and at floor level, with or without a step stool
- Ability to lift, carry, push, and pull materials and loaded book carts
- Ability to sit, stand, and move throughout the library for extended periods
- Ability to create and install program displays and decorations of varying scale
- Ability to actively lead programs, including storytimes and hands-on activities

Additional Expectations

- Lead engaging storytimes for children of all ages and abilities
- Design and implement diverse programming for children ages 0–11, including curriculum development and material preparation
- Conduct regular outreach visits to schools within the library's service area
- Willingness to embrace emerging technologies
- Other duties as required

Mandated Requirements

This is a civil service position. The selected candidate must be reachable on the NYS Civil Service eligible list for Librarian II, which includes holding a Master's Degree in Library and Information Science from an ALA accredited university and possess a NYS Public Librarian Professional Certificate.



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MEMORIAL LIBRARY

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