

**Children's Librarian (full time/35 hours)
Katonah Village Library (Katonah, NY)**

Katonah Village Library is seeking an experienced Children's Librarian, who is creative, enthusiastic and has a strong commitment to public service. Our children's department is a hub of activity and plays an essential role in the community. The ideal candidate will be community-focused with a passion and knowledge of children's literature, and a love for promoting reading, learning and fun. As a Department Head, the Children's Librarian is part of the management team and takes a leadership role in inspiring and initiating continuous improvement in all aspects of library service.

QUALIFICATIONS

- Must have an MLS/MLIS degree from an ALA accredited library school
- New York State Public Librarian's Certificate (or ability to acquire)
- Three + years of professional library experience working with children
- Knowledge of child development and early literacy practices
- Experience with an online catalog system
- Ability to lead and inspire a small but dedicated team, including a librarian's assistant and circulation clerks
- Excellent skills in program planning, collection development, and written, oral and digital communication
- Knowledge of Children's literature spanning birth – 6th grade
- Excellent interpersonal skills, including the ability to deal effectively and tactfully with patrons and staff.
- Spanish language skills preferred but not required

ADDITIONAL JOB DETAILS:

- Ability to plan, schedule and implement a robust calendar of programs including storytimes, book groups, arts and crafts, STEM programs, musical events, performances, and the summer reading program
- Responsible for readers advisory and reference services
- Responsible for ongoing operation of Children's Room, including implementation of policies and procedures

- Promote and market the library's collections, programs and services to the public
- Prepare instructional materials to ensure successful utilization of the library.
- Perform collection development with an emphasis on quality children's materials including selecting and ordering
- Manage annual collection & programming budgets
- Build relationships and provide outreach to schools, community organizations and local businesses
- Develop flyers for programs and maintain and contribute to the library's web page, calendar and social media
- Assemble and arrange inspiring and relevant book displays and other library materials
- Evaluate the effectiveness of programs, make recommendations and prepare New York State Annual Report statistics
- Determine patron usage patterns via reports available through catalog system
- Participate and work collaboratively with colleagues in cross-functional teams to accomplish goals and objectives
- Maintain Children's collection based on Library's collection development policy

Job duties may change if Library priorities change. Employees may be directed to perform job-related tasks other than those specifically presented in this description as needed.

Salary range is \$60,000 – \$70,000. The library offers a comprehensive benefits package including health/dental and participates in the New York State and Local Retirement System (NYSLRS). This position will include one Saturday per month and may include an evening.

Katonah Village Library is an equal opportunity employer.

Please send resume and cover letter to:

Mary Kane, Director

mkane@katonahlibrary.org