



## SOMERS LIBRARY

P.O. Box 443, Somers, New York 10589 • (914) 232-5717 • [www.somerslibrary.org](http://www.somerslibrary.org)

### Job Posting: Head of Children's Services – Librarian II

The Somers Library, situated in lovely Reis Park in Somers, New York, seeks a customer-oriented, and enthusiastic Head of Children's Services to fill a current vacancy. This person will be directly responsible for managing the children's department and collection. We are looking for someone that will:

- Provide enthusiastic reference and reader's advisory for children from birth to fifth grade and their caregivers.
- Manage the day-to-day operations of the Children's Room, which includes maintaining the Children's section of the website, budget and delegation of projects to one full time children's librarian and part-time staff.
- Provide and create dynamic programming for children from birth to fifth grade.
- Maintain a working knowledge and love of children's literature.
- Maintain the material collection of the Children's Room, including purchasing and weeding the collections.
- Work collaboratively with library staff to ensure that the library runs smoothly and that policies and procedures are followed.
- Work collaboratively with other town entities, such as the Somers School District, Somers Historical Society, and more on projects that will enhance the quality of living in the Town of Somers.
- Knowledge of Evergreen a plus.
- Knowledge of Canva, Microsoft office, Google Workspace and e-resources is desired but not required.

#### Required Qualifications:

- An ALA accredited Master's degree in Library and Information Studies and a Public Librarian Certificate
- Must be reachable on the Westchester County Civil Service List for Librarian II
- Strong interpersonal skills, oral and written communication skills, flexibility, and the ability to handle detail orientated work and a newly high paced children's room
- The ability to multitask on a variety of duties at once and adapt readily to changing technologies, processes and procedures

*Annual Compensation: \$67,000 Shift: 35/hours a week with possibility of one week night and weekend shift.*

To apply: Please send a cover letter, resume and references to [JVeissy@somerslibrary.org](mailto:JVeissy@somerslibrary.org)