

Saugerties Public Library  
Librarian 1  
Children's Librarian

After 24 years, the Saugerties Public Library's Children's Programmer will be retiring. We are looking for a vibrant individual to join our team as the Children's Librarian.

**Distinguishing Features of the Class** The work involves responsibility for the performance of entry-level professional librarian duties. Incumbents in this class are often library school graduates who are learning the specific applications of professional training by performing professional level duties. Work is performed under the general supervision of a higher level professional librarian and are assigned more difficult work as their experience in the field broadens. Supervision may be exercised over subordinate non-professional employees. Does related work as required. Work is performed under the direction of a librarian (Library Director at SPL).

**Typical Work Activities:**

- Plans and implements programs for children aged 0-12 years old.
- Plans and executes annual Summer Reading Program for children.
- Performs Collection Development for the children and juvenile sections.
- Processes new books and media.
- Purchases materials to support children's programming.
- Provides information to the public on library policies and procedures.
- Assigns and reviews the work of subordinates.
- Meets with the programming committee to plan events and programs.
- Prepares and posts publicity related to program offerings.
- Conducts school visits to promote Library services and programs.
- Provides reading guidance for children and families.
- Maintains youth services statistics.
- Attends meetings, workshops, and conferences as requested.
- May assist and instruct the public in the use of public access computers.
- May perform other tasks as assigned.

**Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

- Working knowledge of library services and practices.
- Working knowledge of the needs of children and families. An understanding of children's materials and sources for appropriate materials.
- Ability to understand and follow both oral and written instructions.
- Ability to plan, coordinate, and supervise the work of others.
- Tact and courtesy in dealing with staff and the public.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Masters Degree in Library Science.

Special Requirement: Possession of a New York State Public Librarian's professional certificate at time of appointment.

35 hours a week, Monday - Friday

Salary: \$47,500

The Saugerties Public Library offers New York State Retirement, health insurance, vacation, sick, holiday and personal days.

Resume review begins immediately.

Interested candidates please email your resume, cover letter and three professional references to Library Director, Jennifer Russell, at [director@saugertiespubliclibrary.org](mailto:director@saugertiespubliclibrary.org)