

**POSITION AVAILABLE**  
**Full-Time Children's Librarian I**  
**Youth & Family Services**

Harborfields Public Library is seeking a highly-engaged, creative, customer service oriented Children's Librarian who is eager for an opportunity to enrich lives among the youth and families in our amazing community! Our ideal candidate must be a team player and enjoy working with parents and children of all ages in an active Children's Department. Additional qualities include exceptional group management skills, a sense of humor, empathy and patience!

**General Responsibilities:**

- Experience working with children (birth through 5th grade).
- Plan, organize, and facilitate crafts, activities and events throughout the year.
- Bring new ideas to the table and be willing to try new things!
- Provide excellent reference, reader's advisory and referral services.
- Proficiency in utilizing current technologies.
- Develop displays, bibliographies, flyers and other promotional materials.
- Promotion and demonstration of library programs and services through outreach.
- Evaluate and maintain the Children's collections.

**Qualifications**

- MLIS from an American Library Association accredited program.
- Must have a valid, active New York State Public Librarian Certificate.
- Must be reachable on the Suffolk County Civil Service Librarian I (Children's Services) list.
- General experience working with the public and diverse communities.
- Bilingual a plus.

**About Us**

- Established in 1970, Harborfields Public Library is the heart of the Greenlawn and Centerport Communities.
- The Library is located in a beautifully landscaped and renovated historic building with ample parking on Broadway in Greenlawn and is close to many local shops and restaurants.
- We serve a community of over 18,500 residents.
- We are a Certified Sustainable Library ([sustainablelibrariesinitiative.org](http://sustainablelibrariesinitiative.org))
- We are part of the New York State and Local Retirement System (NYSLRS).
- We participate in the New York State Health Insurance Program (NYSHIP) *Empire Plan*.
- We provide full MetLife Dental coverage and offer a MetLife Vision plan as well.
- Offering a starting salary of \$58,000.

This position reports directly to the Head of Youth Services and consists of (35) hours per week and includes daytime, evening, and weekend hours. *Transfers welcome!*

Applications may be returned to the library in-person, faxed to (631) 757-4266, submitted via email to [info@harborfieldslibrary.org](mailto:info@harborfieldslibrary.org) or via our website at @ <https://www.harborfieldslibrary.org/employment>

**Only prospective candidates will be contacted for an interview.**