



**The Hampton Bays Public Library** is seeking an enthusiastic, progressive full-time Children's Librarian. Our ideal candidate possesses excellent interpersonal skills, is friendly, loves children's literature and programming, and is as excited as we are about providing outstanding

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### **Job Requirements**

- Provide excellent reference and reader's advisory services to children, parents, and caregivers.
  - Establish and maintain effective working relationships with staff and the public.
  - Plan and facilitate programs for children birth through 6th grade and parents/caregivers, as well as programs that build relationships with local venues such as museums, farms, etc.
  - Self-starter with ability to work independently and as part of a team.
  - Acquire familiarity with, and promote use of, the collection.
  - Provide outreach to schools and community organizations that serve children.
  - Prepare materials to publicize the services and resources of the Children's Room including displays, flyers, bibliographies, and social media posts.
  - Working knowledge of library computer software systems and ability to problem solve and troubleshoot.
  - Maintain awareness of trends in youth services and issues affecting youth.
  - Supervise pages and clerks.
  - Assist with supervision of part-time librarians as needed.
  - Aide in collection development.
  - Assist with recording monthly statistics for board reports.
  - Attend professional development events.
  - Work collaboratively with the department head to achieve department goals.
  - Ability to speak Spanish desirable, but not required.
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### **Education Requirements and Minimal Qualifications**

MLS or MLIS from ALA accredited library school  
Minimum two years' experience in a Public Library's Children's Department  
Experience planning and facilitating programs for children birth through 6th grade

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**Salary starting at \$52,000**  
**Competitive benefits package**

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**To be considered for this position, please email resume by August 23, 2023:**

**[cfitzgerald@hamptonbayslibrary.org](mailto:cfitzgerald@hamptonbayslibrary.org)**  
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***HBPL Children's Room***  
***Not Only Books & Not Only In the Building***