



Job Posting: Children's Services Librarian (FT)

The Floyd Memorial Library in Greenport, NY seeks a friendly, innovative, service-oriented individual to join our staff as a Children's Services Librarian. The Children's Services Librarian has the unique opportunity to create lifelong readers and library supporters by interacting with our youngest community members. This position reports to the Library Director.

Essential Functions:

- Provide creative and friendly service to the library's youngest patrons and their families
- Strong interest in and/or working knowledge of children's and young adult literature
- Participate in collection development, cataloging, and organization of the children's reading room
- Be innovative in developing and executing new/ongoing programming for children
- Interest in working collaboratively with children's/youth services librarians from nearby libraries to offer programs and services
- Handle outreach to the community, especially local schools and community centers
- Ability to work with outside programmers and other vendors
- Maintain and report on departmental statistics and budget
- Attend professional development activities (such as offsite meetings, trainings, and conferences)
- Light supervision of children's room support staff
- Participate in library circulation activities and offer technology assistance and/or training
- May perform other duties as assigned

Required Knowledge, Skills, and Abilities

- Excellent communication skills, both written and verbal
- Excellent organizational and scheduling skills
- Demonstrated interest and proficiency in technology
- Ability to work independently, follow through with projects, and meet deadlines
- Be a team player, be flexible, and be willing to help in all library departments
- Spanish-speaking a plus

Requirements:

- ALA-Accredited Master's Degree in Library and Information Science (MLS or MLIS); Current MLS students welcome to apply.

Hours, Wages, and Benefits:

- \$48,000-\$55,000, commensurate with experience
- 35 Hours/Week; Flexible schedule that will include nights and weekends

- NYSHIP health insurance is 100% paid for individuals; paid vacation, personal, and sick time; 403(b) with employer match

To apply:

Please email your resume and a cover letter stating your interest in the position to Ellen Nasto, Director, at director@floydmemoriallibrary.org by Friday, May 31, 2024.

The Floyd Memorial Library is an association library and is not subject to civil service requirements.