

Geneva Public Library Vacancy

Children's Librarian –Starting Salary: \$35,000-\$45,000yr.

Appointment will be made on a provisional basis pending civil service exam to be held at a later date. Permanent appointment will be based on the Rule of Three.

LIBRARIAN I (CHILDREN'S SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: This is the entry-level position for library school graduates who specialize in Children's Services. Employees in this class learn the specific applications of professional training by the performance of duties under the general supervision of other professional librarians. Supervision may be exercised over clerical personnel, paraprofessionals, and volunteers in assigned tasks. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides reference and reader's advisory services and instruction to Children's Services library users;

Performs original cataloging and classification and record editing in Children's Services;

Performs Children's collection development by recommending titles for purchase and/or deletion;

Plans and implements library programs for children;

Compiles bibliographies and functions as subject specialist in Children's literature;

Works with children and their caregivers to help them discover what libraries can offer, how to use library resources;

Works to promote good reading and habits;

Performs on-line database searches, and search training;

Serves as a liaison in Children's Services for library services to community groups or other libraries;

Designs and produces public relations and library instruction materials, focused on children and children's programs;

Prepares statistical and/or narrative reports, memoranda and correspondence;

May supervise the work of clerical, paraprofessional and volunteer personnel in assigned tasks;

Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge of modern principles and practices of library science; good knowledge of on-line database systems; good knowledge of bibliographic tools and sources, especially in the field of Children's

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES (cont'd.):

literature; good knowledge of library materials and collection issues for Children's Services; good knowledge of modern library organizations, procedures, policies, aims, and services; skill and accuracy in the performance of technical library tasks; ability to perform as a team member in the planning and implementation of library programs; ability to think critically to understand the needs of library patrons, particularly children and their caregivers, and to prescribe information or materials accordingly; ability to develop and conduct children's programming; ability to carry out library policies and procedures; ability to read and comprehend library literature and research; ability to express ideas clearly and effectively both orally and in writing to groups and individuals; ability to plan, coordinate, and supervise the work of others; ability to read, write, speak, understand, and communicate; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; tact and courtesy in dealing with staff and public;

MINIMUM Qualifications: Master's Degree* in Librarianship from a school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practice

SPECIAL REQUIREMENT: Eligibility for a New York State Public Librarian's professional certificate at time of application; possession of certificate at time of appointment.