Position Overview:
The Children’s Librarian works with the Head of Children’s Services to provide excellent reference services to children and their caregivers.

Essential Job Functions
- Provides reference services and reader’s advisory to patrons of all ages
- Responsible for the varied collection development and weeding within department
- Keeps informed of recent trends in collection development, changing technologies and library field in general
- Prepares and conducts programs for children of all ages
- Assists children and their caregivers in PAC instruction and use of multimedia stations
- Helps develop and maintain meaningful relationships with NSD schools through regular visits and communications
- Plans and recommends new types of services to the Head of the department
- Attends continuing education programs suitable to professional growth
- Creates reading lists, bibliographies, and LibGuides
- Helps plan, organize, and implement the Summer Reading Club and other seasonal programs
- Works independently on routine weeding and media selection
- Enforces the policies and procedures of the Library
- Acts as Person-in-Charge as designated by the Chain of Command
- Adherence to the Customer Service Policy and demonstration of its principles
- Any other responsibilities as required by the Department Supervisor or Director

Requirements:
- Master’s Degree in Library Science from an ALA accredited institution
- NYS Public Librarian Certificate
- ILS and database expertise
- An experienced knowledge of Microsoft Office
- The ability to adapt to changing technologies as relevant to the position
- Excellent customer services skills including experience working with children and a varied public

Other Skills/Abilities
- Excellent organization skills and ability to multi-task
- Ability to relate well to a varied public library clientele and maintain effective working relationships with other staff
- Ability to interpret and carry out library policies
- Ability and willingness to learn new and modern library technologies
- Ability to obtain the cooperation of others in the solution of management problems

This job description is not intended to be all-inclusive. You may be asked to perform other duties as required to meet the ongoing needs of the Library.