



## Full-time Children's Librarian I Position

Scarsdale Public Library Children's Services Department seeks an energetic, innovative librarian who is passionate about children's literature and is eager to work with children, their families, educators and caregivers. They will collaborate with our team of children's librarians to create programming to foster emergent readers and develop school age readers into life-long learners. This position reports to the Children's Services Manager and requires 35 hours per week including 2 Saturdays per month and one night per week.

### Essential Responsibilities:

*This is not to be considered an exhaustive statement of responsibilities or requirements.*

- Creates a positive experiences for children and their families through readers' advisory and reference services
- Assists patrons of all ages in the discovery and utilization of library offerings
- Design and presents programming for children from infancy through 6th grade
- Assists in developing and maintaining a robust children's collection
- Assists in library operations as needed

### Knowledge, Skills and Abilities:

- Experience working with children and families
- Knowledge of children's public library trends and issues
- Strong knowledge of children's literature
- Knowledge of standard library procedures
- Ability to demonstrate a positive attitude, excellent interpersonal skills, and cultural sensitivity in working with patrons, coworkers and the community
- Strong computer and technology skills (experience with *Evergreen* is a bonus)
- Excellent written and oral communication skills
- Ability in the following: critical thinking, problem solving, decision making, mediating, initiative, cultural competency skills and independent judgment in a variety of situations

### Education and Experience

- Master's degree of Library and Information Science from a library school that is accredited by the ALA or recognized by the NYS Education Department
- Eligibility for a New York State public librarian's professional certificate at time of application for appointment; possession of certificate at time of appointment

**About the Library:** The Scarsdale Public Library is a bustling and lively hub of a community that values education and supports its library. It is a leading public library in Westchester County, consistently at the top of annual statistical rankings for numbers of visitors, programs, and circulation of its collections, and a member of the Westchester Library System. The Library completed a major physical transformation in 2020 which created a more welcoming and flexible space that allows staff to be more responsive to present and future community needs.

**Note:** Placement in this position is subject to Westchester County Department of Human Resources (civil service) approval as a Children's Librarian I with a score within the range for selection (generally 80-100). [Click for information on how to apply to civil service.](#) A Children's Librarian I, currently working in a library served by the Westchester County Department of Human Resources (civil service), is not required to be on the list and can be hired via a transfer.

**Compensation:** Competitive salary of mid-\$60,000 to mid-\$70,000 depending on experience with an attractive benefits package.

To apply, please submit a cover letter and resume to Aisha Bell, Children's Services Manager, at [abell@scarsdalelibrary.org](mailto:abell@scarsdalelibrary.org) by March 18, 2024.