Children’s Librarian
Queens Library
Queens, New York, United States

Salary: $47,075-$54,970

Status: Full-time

Posted: 07/20/17

Deadline: Not stated

Position:
Children’s Librarian

Position Description:
Queens Library, is offering opportunities to work for one of the most dynamic and diverse urban libraries in the world. We are seeking highly-engaged, creative, customer service driven children librarians who are eager for an opportunity to enrich lives in one of our 65 service locations. Queens Library is a renowned leader in providing innovative library and educational services, developing new technology applications and fostering community engagement.

Position Responsibilities:
- Performs excellent internal and external customer service and library service in response to the information needs of library users and the overall community with an emphasis on children.
- Promotes library collections and services to the public, both inside and outside the physical building.
- Responsible for readers’ guidance and reference services.
- Publicizes, plans and conducts programs for children and parents including: toddler and preschool reading times, picture book hour, arts and crafts programs, and summer reading clubs. Assists customers with the use of print and electronic resources.
- Recommends and refers customers and parents to alternative sources of information (internal and external) to the Library.
- Performs Collection Development with an emphasis on developing quality children materials including selecting and ordering materials.
• Monitors the public service floor.
• Assembles and arranges displays of books and other library materials. Assist in maintaining a pleasant, inviting, safe environment.
• Determines usage patterns of collections by assessing frequency of circulation, physical condition and other criteria.
• Maintains reference and circulation materials.
• Provides outreach to area elementary and nursery schools and community organizations serving children and families, informing them of library services and to develop partnerships for collaboration.
• Maintain and cultivate contact with schools and parents.
• May perform one or more of the following duties: investigates technologies that will improve services; creates, develops, maintains, or contributes to the community library web page and social media; supervises hourly rate employees and volunteers; compiles bibliographies and/or develops library user guides.
• Performs other duties as required.
• Schedule will include some Saturdays and evenings.

Required Qualifications:

• Must have a MLS/MLIS degree from an ALA-accredited library school.
• New York State Public Librarian’s Certificate required.
• Must have the ability to work with a diverse population of children and effectively provide customer service to a large number of children simultaneously.

Closing Date: Not stated

Special Instructions to Applicants:
To Apply: Email your cover letter and resume to QLcareers@queenslibrary.org referencing “Children's Librarian - EXTERNAL” in the subject line. Resumes will only be accepted by email.