

# ***PERRY PUBLIC LIBRARY***

70 N. Main Street

Perry, New York 14530

PHONE (585) 237-2243 FAX (585) 237-2008 WEBSITE [perry.owwl.org](http://perry.owwl.org)

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## **Youth Services Librarian Job Description**

The youth services librarian is responsible for the collection and programming for youth services at the Perry Public Library.

Specific duties include the following:

- Directs all children's and young adult services of the library
- Selects and maintains the children's and young adult print and non-print material
- Plans, schedules and conducts various children's and young adult programs, including an intensive summer reading program
- Works with community groups to promote library services, including local literacy groups RAP and Project Read
- Maintains and builds on existing outreach programs to Perry schools and daycares
- Trains and supervises clerks for tasks related to the children's/YA areas
- Regularly updates all staff and board members on library materials, issues, and services for children and young adults
- Keeps abreast of developments in library service to children and young adults through ongoing reading, workshops, meetings and conferences
- Maintains knowledge of current library trends in technology and electronic resources used in library service
- Maintains the children's and young adult's areas so they are pleasant and inviting. Recommends changes needed to the library director
- Advises library director on possible grant opportunities, assists with grant applications for children and young adult programs and materials
- Maintains records as required by the state
- Develops monthly reports that the director presents at the monthly board meeting
- May be called upon to be in charge during any lengthy absence of the director.

Eligibility:

A Bachelor's Degree from a regionally accredited college or university. A Master's Degree in Library and Information Science or another relevant topic is recommended. Comparable training and experience will be considered.

Hours, Salary, and Benefits:

Full-time position, 37.5 hours a week (flexible scheduling). Salary starts at 35,000 with benefits including a health care stipend, NYS Retirement and paid time off.

Submit cover letter and resume by July 13th, 2020 to:

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