

PERRY PUBLIC LIBRARY

70 N. Main Street

Perry, New York 14530

PHONE (585) 237-2243 FAX (585) 237-2008 WEBSITE perry.owwl.org

Make It Part of Your Day



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 \$36,500 with benefits including a health care stipend, NYS Retirement and paid time off.

Submit cover letter and resume by November 5th to:

Jessica DeMarte, Director
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Perry, NY 14530
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