



Rose Memorial Library Job Description

Job Title: Part –Time Children’s Librarian (approximately 30 per week)

Summary: Under the general direction of the Library Director, plans and implements programs and public services for youth, provides reference and reader's advisory services, assists and instructs patrons on use of electronic and print resources and Library technology, creates publicity for children's programs and library events, presents story times, book discussions, tours and other special programs, keeps up to date on popular youth literature, current trends, events and patron requests, makes recommendations for new and popular children’s materials.

Essential Job Functions:

- Develops programs for babies through middle grade level children with an emphasis on early literacy, literacy development, and the love of reading.
- Uses reviewing tools to select materials on the basis of established criteria and the needs of customers.
- Weeds and maintains the collection to provide a current, relevant, and timely collection.
- Promotes the use of the library by the community; communicates effectively and professionally within the community.
- Answers reference questions and performs readers’ advisory services.
- Plans, promotes, and implements ongoing programs, such as the Summer Reading Program, preschool story time, and toddler story time.
- Attends meetings and professional development workshops relevant to children’s services.
- Assists with preparation of reports and maintenance of records related to the Annual Report, Board report, and any sources of funding, such as grants.
- Updates the children’s page and events calendar of the library web site
- Performs all other duties as assigned.

Knowledge, Skills, and Abilities:

- Ability to work effectively with residents, customers, vendors and other employees.
- An individual who is a well motivated self starter.
- Ability to work well under pressure, prioritize projects and detail/deadline oriented.

- Excellent interpersonal, communication and organizational skills.
- Ability to communicate and follow instructions, both orally and in written form, in the English language.
- Excellent typing and computer skills.
- Ability to maintain strict confidentiality in all aspects of the job.
- Ability to develop and maintain a positive working relationship with fellow employees, supervisors and the general public.
- Adheres to departmental, personnel, and safety policies and procedures.
- Ability to operate various types of office equipment to include phone, fax, computer, calculator, copier, credit card machine, etc.
- Ability to work evenings and weekends.
- Professional appearance and attitude.

Minimum Qualifications:

- Master's Degree in Library Science from an American Library Association accredited college or university.
- New York State Public Librarian Certificate within 3 months of starting date.
- Knowledge of children's literature.
- Knowledge and experience using an automated library system and databases.
- One year professional experience working in a public library preferred.

Rose Memorial Library is located in Stony Point, NY, a friendly suburban community in scenic Rockland County, about 30 miles north of New York City. The library is a member of the Ramapo Catskill Library System. Library website: www.rosememoriallibrary.org.

Please email or send letter of application and resume to:

Jennifer Brown, Library Director
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 Stony Point, NY 10980
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