

Youth Services Librarian / Catskill, NY / Deadline: March 1, 2017

The Catskill Public Library is in search of a dynamic, positive, high-energy, people-person to fill a Full-Time Youth Services Librarian position.

Requirements: A Master's Degree in Library Science from an ALA-accredited institution with 1-2 years of professional library experience.

The Catskill Public Library, built in 1901, is a Carnegie Library located in upstate New York in the Catskill Mountain region. Its branch library is located in the hamlet of Palenville, America's first artist colony. The Library serves a population of approximately 13,000.

General responsibilities include:

- Forming and maintaining positive working relationships with coworkers, library users and community organizations as well as acting as liaison for library services
- Providing reference and reader's advisory services to all library users
- Performing on-line database searches and assisting others in such searches
- Assisting library users with all types of hand-held devices
- Implementing and/or enhancing library automation projects and services
- Developing and conducting library tours, outreach, and presentations
- Evaluating, selecting and purchasing of library materials
- Designing and producing public relations and library instructional materials
- Seeking and implementing grant-funding
- Cataloging and processing work
- Keeping informed of professional developments through literature, participation in professional organizations, system meetings, workshops, and continuing education opportunities

Youth Services-specific responsibilities include:

- Planning and implementing programming in both our main location and branch location, at both in-house and outreach locations with primary focus on youth services (ages 0-17) as well as parents, guardians, and caregivers
- Being comfortable regularly advocating out in the community
- Advocating for youths both in the library and in the community
- Being comfortable stepping into already existing youth services programs.

Skills, Abilities, Personal characteristics:

Knowledge of the modern principles and practices of library science

Knowledge of and comfort with computer technology, mobile and hand-held devices and on-line database systems

Excellent verbal and written communication skills with all age groups and skill-levels

Ability to think critically to understand the needs of library users

Ability to function as a team member in the planning and implementation of library projects
Ability to work independently
Tact and courtesy in dealing with staff and the public

The ideal candidate will be a friendly, approachable, customer service oriented, forward-thinking individual with an unshakeable positive attitude and a strong belief in lifelong learning. The ability to see the silver lining regardless of situation is a plus.

Special Requirements: Eligibility for a New York State Public Librarian's professional certificate at the time of application and possession of a certificate at the time of appointment.

Salary range: \$45,000 - \$50,000

This is a Civil Service Position.

Please **email** a cover letter, resume and three **professional** references to
Library Director, Sue Ray: director@catskillpubliclibrary.org
Subject Heading: "Youth Services Librarian Position"

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