

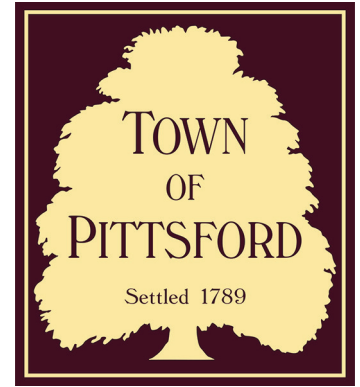
JOB OPENING

Pittsford Community Library

Position: **Children's Services Librarian**
(Full-Time)

Posted: January 04, 2022

Deadline: January 25, 2022



The Town of Pittsford has an opening for the position listed above.

The Pittsford Community Library seeks applications for the position of Full-Time Children's Services Librarian.

Qualifications

A Master's Degree in Library and Information Science from a library school accredited by the American Library Association. Anyone who currently has permanent appointment from a Civil Service list as a Librarian I, or desires a transfer in grade. Anyone whose name currently appears on the Monroe County Civil Service Librarian I eligible list. Possession of a New York State Public Librarian professional certificate at time of appointment.

Core Staff Qualities

- Motivated to provide warm, welcoming, knowledgeable customer service to all patrons
- Helpful, compassionate, and fun when engaging with coworkers and the community
- Curious and self-motivated to learn
- Organized, detail-oriented, and reliable
- Flexible and resourceful in a changing environment
- Knowledgeable of technology and digital services

Desired Qualities

- Open and friendly with a genuine liking and respect for children
- Strong desire to work with the public and a commitment to children's services
- Strong knowledge of children's services, literature, and child development
- Professional flexibility

Major Responsibilities

- Shares in selecting, purchasing, and weeding children's book and media collections
- Collaborates with Children's Librarian in planning, promoting, and conducting children's programming, including weekly story times and an annual summer reading program
- Collaborates with Children's Librarian in providing outreach to organizations throughout the community
- Provides reference and readers' advisory service at the reference desk for library users of all ages
- Participates in staff and MCLS teams and meetings; serves on committees as appropriate
- Maintains and develops professional knowledge through continuing education
- Assists in the daily operation and supervision of the library
- Collaborates with staff on special projects
- Other duties as assigned

Supervisory Authority: Report to Library Director.

Hours/Wages

37.5 hours per week. Candidates must be available Monday through Friday, days and evenings, as well as weekends in rotation. The salary range is \$43,388 – \$47,820. Benefits include paid vacation days, paid floating holidays, paid holidays, and monthly accrued sick time. Participation in medical, dental, and vision benefits is available.

Statement of Nondiscrimination

Pittsford Community Library grants equal employment opportunities to all qualified persons, without regard to an individual’s age, race, color, religion, gender or gender identity, national origin, political affiliation, disability, genetics, marital status, sexual orientation, veteran’s status, or military service. The library complies with all state and federal fair employment laws and regulations.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford
11 South Main Street
Pittsford, NY 14534
Attn: Personnel Department

Email to: cfleming@townofpittsford.org
Fax to: (585) 248-6247
For an employment application, click [HERE](#)