TOWN OF BALLSTON COMMUNITY LIBRARY
TEMPORARY OPPORTUNITY
Librarian II
Youth Services Department
3 Month Duration – Extension Possible

General Statement of Duties: Under the supervision of the Library Director of the Town of Ballston Community Library this position focuses on providing library services to children and teens ages 0-18. Participates in library leadership team.

Job Description: Provides library service to children, teens and adults, including managing a busy Youth Services room; prepares for and conducts story times and other youth programs; assists in maintaining the department’s collections; promotes use of library materials and services; performs outreach to schools and community agencies as needed; oversees a robust summer reading program; and performs other duties as assigned. Responsible for the library supervision in the absence of the Director and Head of Adult Services Librarian.

Required Skills and Abilities: Passion for and knowledge of children’s and young adult literature; familiarity with current library technologies; the ability to perform both independently and as a team member; experience in planning and conducting children’s programming; excellent customer service and communication skills; enthusiasm, courtesy, flexibility and a sense of humor.

Preferred Skills: Knowledge of Polaris integrated library system, WordPress, Evanced/SignUp calendar software, Beanstack Reading Challenge software, and Microsoft Publisher.

Minimum Qualifications: A Master’s Degree in Librarianship from a library school that is accredited by the American Library Association or registered by the NYS Education Department AND two (2) years of professional library experience.

Special Requirement: Eligibility for New York State Public Librarian’s Professional Certificate at the time of application for appointment. Possession of certificate at the time of appointment.

Work Schedule: 35 hours a week, including Monday evenings and rotating Saturdays. Expected start of March 2020.

Salary: $25.00/hour

Deadline: Until filled

Please submit cover letter, resume and three professional references to:

Colleen E. Smith, Director
Town of Ballston Community Library
2 Lawmar Lane
Burnt Hills, NY 12027
csmith@sals.edu
(518) 399-8174 ext. 301