

## ADVERTISEMENT

The Mount Vernon (NY) Public Library, the Central Library of Westchester County - has a job opening for a Librarian III, Head of Children's Services. The Library is looking for an enthusiastic, thoughtful leader who can design and direct collections, services, and programs for the children of the City of Mount Vernon. Mount Vernon, NY is located in Westchester County and is a member of the Westchester Library System. The library serves a diverse community in an urban setting. 35 hour work week including some evenings and weekends. The Head of Children's Services will be responsible for: the hiring, supervising, scheduling, training and evaluation of the children's services staff, and reports to the Library Director. Excellent benefits including vacation, health, dental and enrollment in the New York State Retirement System. Salary range is from \$61,677 - \$83,291, depending upon experience. This is a Civil Service Position and will require a civil service exam after hire. Civil Service specifications are posted on the library website, [www.mtvpl.org](http://www.mtvpl.org)

Supervision of all children's staff. Responsible for the design and implementation of all children's programs and activities including the summer reading club, book talks, discussion groups, storytelling, school visits and other related programs. Will coordinate summer activities with the Mount Vernon schools. Oversees collection management for the children's library.

Will be a member of the management team and will participate in the planning, writing and implementation of the library's long range plan.

Will design and implement a children's services technology plan that will include working on content and design for the library's website and an early learning center.

Will prepare publicity for all programs and contribute to the library newsletter.

Builds partnerships and cultivates relationships with other community organizations.

Seeks out and prepares grant requests.

Motivates, establishes and maintains effective working relationships with associates, supervisors, volunteers and our patrons.

Maintains awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.

Performs related duties as required.

### **Qualifications:**

Master's degree in library science from an ALA accredited program

3 years or more experience as a children's librarian in a public library

Demonstrated knowledge of library materials and resources

Extensive knowledge of current trends in library services to children

Strong knowledge of children's literature

Programming skills

**Demonstrated** ability to develop and implement services to children

Good knowledge of management skills including work delegation, scheduling, evaluating performance and maintaining a strong working environment for staff

Strong knowledge of computer applications for library service

Ability to work effectively with library staff and library patrons

Able to prioritize duties and tasks

Strong oral and written communication skills

Aware of new developments and trends in library services

Ability to organize and work with tight time constraints and meet deadlines

Deadline for applications is August 23, 2019.

Please send your cover letter and resume to the Library Director: Evania Thompson, Esq.  
[ethompson@wlsmail.org](mailto:ethompson@wlsmail.org)

Or mail to:

Mount Vernon Public Library  
28 South First Avenue  
Mount Vernon, New York 10550

Please include current workshops conferences and other continuing education sessions attended in the past year. Also include answers to the following questions:

How do you see library services to children changing over the next 5 years?

What are some of the techniques you would employ to develop strong working relationships with the public and private schools in Mount Vernon?

What innovative ideas would you employ for outreach to the community?

### LIBRARIAN III - Children's Services

**DISTINGUISHING FEATURES OF THE CLASS:** Serves as head of a major functional area of the library – Head of Children's Services. Serves a population of 50,000 to 250,000. The primary responsibilities are: coordinating, planning, organizing, directing, administrating and managing all aspects of Children's Services at the Mount Vernon Public Library, efficiently and in conformity with the library policies as established by the Board of Trustees. Work is done under the general supervision of the Library Director. Does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only)

Directs the daily operation of the Children's Library to insure the highest quality service;  
Recommends, plans, and implements new types of services based on children's needs;  
Recommends policy for directly supervised and related service units;  
Supervises the work of subordinate: professional, paraprofessional, clerical and volunteer personnel; by making assignments, work schedules, observing work activity, and reviewing reports;  
Determines priorities in terms of material to be purchased and may implement collection evaluation systems;  
Evaluates effectiveness of services in relation to the changing needs of the users;  
Plans, implements and/or enhances library automation projects and services;  
Assists in the preparation of annual budget proposals, and estimates for Children's Services;  
Develops and conducts programs, tours, book talks, multimedia programs, story and picture book hours for children, as well as coordinates school visits and develops program planning with local elementary schools;  
Maintains working knowledge of contemporary issues, trends and technology in the library profession by participating in professional organizations, workshops, system meetings, continuing education and reading current literature.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Comprehensive knowledge of modern principles and practices of library science; Comprehensive knowledge of the application of computer knowledge to library operations; Thorough knowledge of modern library organizations, procedures, policies, aims and services; Thorough knowledge of on-line database systems; Thorough knowledge of electronic resources; Thorough knowledge of bibliographic tools and sources; Significant knowledge of children's literature. Significant ability to develop short and long term project and operation plans and programs for Children's Services; Significant ability to establish maintain effective working relations with the Library Board, Director, peer supervisors and colleagues staff, volunteers and general public; Good oral and written communication skills with individuals and groups of varying age, educational experiential levels; Skill and accuracy in the performance of technical library tasks; Ability to train and supervise Children's Services staff; Ability to plan and coordinate the work of others; Ability to exercise leadership and motivate others; Ability to plan, coordinate, and supervise the work of others; Ability to think critically to understand the needs of Children's Services patrons and groups and to prescribe information or materials accordingly; Ability to read and comprehend and conduct research studies; Tact and courtesy when dealing with staff, children and the public; Ability to plan, coordinates, and supervises the work of others; Ability to participate in collaborative community programs, events, and/or projects; excellent computer skills and physical condition commensurate with the positions.

**ACCEPTABLE TRAINING AND EXPERIENCE:** Master's degree in librarianship from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following accepted education practices **PLUS** 4 years of professional library experience subsequent to MLS. (Some universities have renamed their programs and no longer designate the degree as Masters in Librarianship. Contact the New York State Library's Division of Library Development for assistance.)

**SPECIAL REQUIREMENT:** Eligibility for a New York State Public Librarian's professional certificate at time of application, possession of certificate at time of appointment.

**REQUIREMENTS FOR PROMOTIONAL EXAM:** 2 years as a Librarian II in the City of Mt. Vernon at the time of examination.