

PT Librarian for Youth Services Coordinator

Mechanicville District Public Library, Mechanicville, NY

The Mechanicville District Public Library is searching for an energetic, flexible and creative individual for a new Youth Services Position. This is a part time salaried exempt position.

Under the general supervision of the Library Director, the Youth Services Coordinator creates, coordinates, publicizes, and facilitates all library programs for children, young adults and families. The incumbent manages the children's print and media collections, assists patrons with reference questions, reader's advisory, routine computer and internet use questions, and provides circulation services as needed. The ability to interact positively with patrons is necessary, along with the ability to reach out to the community. Strong computer skills are necessary, as well as knowledge and proficiency in library functions.

Skills:

- Effective communication skills and customer service/reference experience.
- Experience creating and leading innovative programs.
- Excellent teamwork and project management skills.
- Knowledge using e-readers, Microsoft Office Applications, and social media.

Requirements:

- MLS from an ALA accredited school required. Must have or be eligible to receive NYS Public Library Certification. All applicants must be reachable on the Saratoga County Civil Services Librarian I list.

Starting Salary: \$18,200.

Resumes and three references may be sent to Library Director, Laura Fisher, at lfisher@sals.edu or mailed to 190 N. Main Street, Mechanicville, NY 12118. Deadline for applications is November 20, 2015.