

## **NOTICE**

An opening exists in the  
**The Community Library**  
in the position of:

**Librarian I (Children & Youth Services)**

**Annual salary range: \$33,000 - \$35,000 pay commensurate with experience.**

**Benefits: NY State Retirement, employer contributions to medical insurance, sick leave and paid time off.**

**The Community Library** in Cobleskill, NY is committed to serving our youth with resources, support and opportunities to be successful, happy and healthy. The Library is seeking an energetic, creative and engaging professional with vision to excite children, teens and families with diverse and developmentally appropriate workshops, classes, and programs. Library staff strive to create a welcoming space for our youth to collaborate, discover and grow.

The Community Library is chartered to serve the Cobleskill-Richmondville School District, a population of over 14,000. Located in the heart of the historic Village of Cobleskill, The Community Library serves a rural/suburban college community located about 30 miles southwest of Schenectady, New York in beautiful Schoharie County. The Library celebrates its centennial year in the front half of the 1884 school building with plans to renovate the back half of the building into thoughtfully designed children and teen spaces.

This position engages the youth in our communities through collaborations and outreach with the school, homeschoolers, local businesses, youth-serving organizations and the Friends of the Library to plan, promote and deliver quality in person or virtual literacy programs. The Librarian has charge of developing the children and teen collections and must have experience with Polaris or the desire to learn a new ILS. They are an advocate for youth policies, goals and procedures and demonstrate knowledge in effective practices of evaluation and outcome measurement. Knowledge of trends in library services for youth will offer guidance as the Library develops new spaces and programs. They possess computer skills in the use of Microsoft Office, social media technology and have experience with software to create flyers, poster and brochures and create clear and concise reports. The Librarian demonstrates outstanding customer service at Library service desks, a willingness to work within a team environment, provides staff supervision and reports directly to the Library Director.

### **Minimum Qualifications:**

Master's Degree in Library Science and experience in a public library children's room or school library for (1) one year or working with children and youth in reference to library programs and materials. **OR**

Master's Degree in Education and (1) year experience working with children and youth in reference to library programs and materials. **OR**

Bachelor's Degree in Information Science, Education or possession of a NYS Library Assistant's Association Certificate of Achievement and (2) two years' experience in a library setting or classroom setting working with children and youth in reference to library programs and materials.

**Note:** Part-time employment can be pro-rated to count towards full-time (based on number of hours worked per week).

**Note:** This will be a **provisional** appointment. **Permanent** appointment will be contingent upon successful completion of a civil service examination and becoming reachable on the resulting eligible list.

**Schedule:** The schedule consists of daytime, evening and weekend hours, totaling 35 hours per week.

**Application:** Interested candidates **MUST** submit a Civil Service Employment Application, College Transcripts and a Resume to the Schoharie County Personnel & Civil Service, PO Box 675 Schoharie NY 12157 by 5:00pm on **Monday, May 10, 2021**

Civil Service Employment Applications may be obtained online at:

[www.schohariecounty-ny.gov](http://www.schohariecounty-ny.gov)

[https://www4.schohariecounty-ny.gov/PdfFiles/Personnel/Applicat\\_679.pdf](https://www4.schohariecounty-ny.gov/PdfFiles/Personnel/Applicat_679.pdf)