

TOWN OF BALLSTON COMMUNITY LIBRARY
Librarian I – Part Time / Temporary
Youth Services Department
7/26/2017

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.

Classification: Temporary Librarian I

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 programs; assists in maintaining the department's collections; promotes use of library materials and services; performs outreach to schools and community agencies as needed; and performs other duties as assigned.

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 communication skills; enthusiasm, courtesy, flexibility and a sense of humor.

Preferred Skills: knowledge of Polaris automation software, Wordpress, Evanced, Wandoo Reader and Microsoft Publisher.

Minimum Qualifications: Graduation from a registered college or university accredited by the American Library Association or registered by the NYS Education Department to grant degrees with a Master's Degree in Library Science, Information Services or equivalent.

Work Schedule: A combination of day, evening and weekend hours averaging 17.5 hours per week, through Fall 2017 to during a temporary vacancy. Responsible for the library in the absence of the Director and Head of Adult Services Librarian

Supervisor: Library Director

Salary: \$20.00

Deadline: Until filled

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

Rebecca Verhayden Darling, Interim Director
Town of Ballston Community Library
2 Lawmar Lane
Burnt Hills, NY 12027
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(518) 399-8174 ext. 4