



2 Lawmar Lane Burnt Hills, New York 12027

Head of Youth Services, Librarian II
Youth Services Department

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 and supervises paraprofessional staff.

Job Description: Provides library service to children, teens and adults, including managing a busy Youth Services department; prepares for and conducts story times and other youth programs; responsible for 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 and directly supervises paraprofessional staff.

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, Beanstack, graphic design or marketing experience.

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. Position will be filled provisionally pending the results of a Civil Service exam to be given at a later date

Work Schedule: 35 hours a week, including one evening a week and rotating Saturdays. Salary exempt position. Expected start of March 2021.

Salary: \$47,500 - \$51,500 plus benefits.

Deadline: Until filled

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

Rebecca Verhayden Darling, Director
Town of Ballston Community Library
2 Lawmar Lane, Burnt Hills, NY 12027
rdarling@sals.edu
(518) 399-8174 ext. 5