



1 Library Road Briarcliff Manor, New York, 10510 914.941.7072
www.briarcliffmanorlibrary.org

Youth Services Librarian 1, Full-Time
Briarcliff Manor Public Library

The Briarcliff Manor Public Library is seeking a creative and enthusiastic Youth Services Librarian with excellent programming ideas and a love of children's and young adult literature.

About Briarcliff Manor

The Village of Briarcliff Manor, New York is nestled along the historic and scenic Hudson River. With 5 3/4 square miles of land, the Village offers a rustic residential environment within easy commuting distance to Manhattan and all that New York City has to offer including a Metro-North train station at Scarborough Train Station.

The Village's population was 7,569 according to the 2020 U.S. Census with approximately 2,700 units of housing and/or commercial use. Briarcliff Manor is situated within the Town of Ossining and the Town of Mount Pleasant, with over 91% of the residents in the Town of Ossining. Two public school districts, Briarcliff Manor and Ossining, serve the Village. Both districts have been recognized for their excellence.

About the Briarcliff Manor Public Library

The Briarcliff Manor Public Library is a warm, welcoming resource with a friendly, knowledgeable, and dedicated staff. As a NYS-chartered municipal public Library, we are governed by a volunteer Library Board of Trustees appointed by the Village Board of Trustees. While by population served and circulation, the Library ranks 27th/29th respectively out of 38 public Libraries in the Westchester Library System, we rank 8th in proportion of children's materials in the collection; 16th in number of teen programs; and 20th in proportion of operating budget spent on collections. For 2022, 415 programs were offered, drawing 3,646 attendees, with children and teen programs, as well as various book groups, being among community favorites. Last year the Library has had over 12,700 visits or an average of 59 per day. During that time, 32,240 items were checked out and 168 new cardholders have signed up, joining the 4,015 existing cardholders.

Job Description

The youth services librarian is responsible for managing all aspects of children's and teen Library services and creating a warm, welcoming and dynamic environment. The role also involves collaborating with schools and community partners to support the educational and cultural needs of young people in the village. The librarian will be involved in planning and managing the youth services department budget for collection development and programming.

Responsibilities

- Program Development and Implementation: Plan, organize and implement programs and special events for children and teens, with a special focus on reading-related programs. Offer annual summer reading program with booklists, programs and incentives. Serve as facilitator and Team Leader of the annual award winning Battle of the Books program.

- **Collection Development:** Keep informed of new books, media, and trends in youth materials and services to effectively maintain the children's and teen collections through acquisitions and weeding. Process children's and teen collection items.
- **Community Outreach:** Collaborate with area schools. Promote programs and youth services to the community through library website, email, social media and flyers. Participate in local special events.
- **Reference:** Provide specialized reference help, technology assistance and readers' advisory for children, teens and caregivers. Create curated book displays for easy access to current topics. Demonstrate excellent customer service skills.
- **Additional responsibilities:** Update website, serve as back-up for the Library Director, manage volunteers and support staff as needed. Participate in staff, committee and WLS meetings and workshops.

Qualifications

- Possess a Master's Degree in Information and Library Science and a current New York State Professional Librarian's Certificate.
- Is current with New York State continuing education requirements.
- Knowledge of Evergreen ILS system a plus,
- Experience working with children and teenagers in a library or educational setting.
- Strong knowledge of children's and young adult literature, trends, and developmental stages.
- Excellent communication and interpersonal skills, with the ability to connect with youth and caregivers from diverse backgrounds.
- Proficiency in technology, including digital resources, multimedia tools, and library management systems.
- Creativity, adaptability, and a passion for fostering a love of reading and learning in youth.
- Candidates must be reachable on the Children's Librarian I Westchester County Civil Service List

This position reports to the Library Director.

Candidates must meet the minimum requirements for Librarian I - Children's as set by the Westchester Civil Service, or be eligible for transfer/reinstatement.

Annual Salary range offered: \$55,000-65,000. Benefits include: Health Insurance, Dental, Optical, standard NYS Pension, employee election Deferred Compensation Plan, Flexible Spending; Dependent Care Pre-Tax Accounts (as of 2024), and two weeks' vacation (accrued), three personal days, and twelve sick days accrued per year.

Interested candidates should submit a cover letter and resume, via email preferred, attention:

Kim Naples
1 Library Road
Briarcliff Manor, NY 10510

Or:

Email to: director@briarcliffmanorlibrary.org

This job posting will remain open until filled. The first review of interested candidates is scheduled for October 9th.

The Village of Briarcliff Manor is an Equal Opportunity Employer and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. All persons applying for employment and employed by the Village shall be afforded equal employment opportunity in initial employment and consideration for advancement.