



## **Children's Services Librarian (Librarian I)**

The Richmond Memorial Library of Batavia, NY, seeks an energetic, team-oriented Children's Services Librarian with strong leadership skills to help deliver superior library programs and materials to the people of Batavia and Genesee County.

The Children's Services Librarian schedules, supervises, and leads a team of Library Assistants collectively responsible for:

- Providing reference, reader's advisory services, and research instruction to children, teens, and families.
- Performing the collection development of children's materials.
- Planning, implementing, and publicizing library programs for children and families.
- Coordinating with St. Joseph's School to provide library story times throughout the week.
- Serving as a liaison for library services to community groups and other libraries.
- Designing and producing public relations and library instruction materials.
- Preparing statistical and/or narrative reports, memoranda, and correspondence.
- Keeping informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses, and by reading professional journals.

### **Qualifications:**

- One year supervisory experience preferred.
- MLS degree from an ALA accredited school
- To qualify for Librarian I, applicants must reside in Genesee or its contiguous counties (Erie, Niagara, Orleans, Monroe, Livingston, and Wyoming) and must possess a current New York State Public Librarian's Professional Certificate, or be eligible for certification upon start date.

### **Hours, Wage & Benefits:**

- 40 hrs. per week, must be available to work evenings and Saturdays on a rotating basis
- Salary range: \$49,000-54,000 based on experience
- Accrual of up to 15 Sick Days, 20 Vacation Days, 12 paid federal holidays, 1 Floating Holiday, Highmark Blue Cross Blue Shield Health Insurance with 90% coverage, and NY State Retirement

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19 Ross Street • Batavia, NY 14020  
www.batavialibrary.org  
585-343-9550  
Batavialibrary.org



- Ability to accumulate 300 leave days
- At retirement, ability to convert value of up to 200 leave days to pay for health insurance in Retirement.
- Available for additional coverage: Dental Insurance
- Available for employee contribution 403b, Health Reimbursement Account and Flexible Spending Account.

Send cover letter, resume, and completed Genesee County Civil Service Application by Friday 7/19/24 to Library Director Beth Paine at [bpaine@nioga.org](mailto:bpaine@nioga.org) or to Richmond Memorial Library, 19 Ross St, Batavia NY 14020 attn: Beth Paine

Civil Service details: As this will be a provisional appointment, candidate is required to take Genesee County's Civil Service exam for Librarian I at the next given opportunity, and must be among the top three highest-scoring candidates willing to accept the position to be eligible to retain the permanent appointment. Residency in Genesee or one of its six contiguous counties (Erie, Niagara, Orleans, Monroe, Livingston, or Wyoming) is required at the time of permanent appointment.

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