



## Job Opening: Librarian I (Youth Services)

**Employment type:** Full-time, Civil Service Position

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**About Us:** The [George F. Johnson Memorial Library](#) is a vibrant and progressive community hub dedicated to providing exceptional library services and resources to the community of Endicott, NY. We are a municipal, public library and a member of the [Four County Library System](#). We promote policies, practices, and resources that will help people of all races, cultures, abilities, and

socioeconomic statuses to have meaningful opportunities to learn and thrive; we work to ensure that the library is an environment where everyone is valued and respected. The Youth Services Room of the library features a large collection of books for readers and listeners of all ages, including collections of graphic novels, Playaways, Wonderbooks, board games, video games, audiobooks, magazines, and board books. In fulfilling our mission to the community, we've established a World Languages Collection which features books written for children in 14 of the languages most commonly spoken by non-native English speakers in our community. The Youth Services Department focuses on serving children from birth through teens, and typically employs a staff of four full-time librarians. They offer an array of both traditional and innovative programs including story times, book clubs, reading incentive programs, sensory-friendly programming, art workshops, and gaming competitions.

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**Librarian I (Youth Services):** The library seeks a motivated Librarian with a passion for engaging and inspiring children to serve as a Youth Services Librarian. This Librarian will report directly to the Head of Youth Services, and will be responsible for library service to children including reference, reader's advisory, and programming. The Librarian will provide service to patrons primarily at the Youth Services Information Desk; additional time will be divided between programming, assisting with collection development, outreach, and other activities as outlined in the following section. Preferred capabilities include problem solving, organization, technology literacy, and collaboration. The ideal candidate will possess strong interpersonal and customer service skills, along with excellent book knowledge.



### **Examples of Typical Work Activities:**

- Assist the public with reference inquiries, device and technology questions, and placing requests and holds on library materials at the Adult and Youth Services Information desks, and via phone and online chat
  - Provide readers advisory services to patrons at the reference desk and through displays, handouts, and digital or printed materials
  - Prepare and conduct programs for children including story times, book discussion groups, library tours, and other programs or events
  - Contribute to collection development, recommending titles for purchase
  - Conduct weeding and participate in shelving/reorganization projects to maintain a relevant and accessible collection
  - Prepare library materials for circulation utilizing cataloging and record keeping skills
  - Collect and compile community feedback and keep accurate statistics of service use and program attendance
  - Stay informed of trends and best practices for library service via conferences, workshops, continuing education courses, professional organizations, and by reading professional materials
  - Work with colleagues to maintain the overall aesthetics of the Youth Services Room
  - Represent the library through outreach at community events and programs
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**Compensation & Hours:** The starting rate of pay for this position will range from \$53,000 to \$58,000 annually (\$27.26 to \$29.74 per hour) and is commensurate with education and experience. Paid sick, vacation, and holiday time are included. Enrollment in the NYS retirement system is mandated for full-time employees. Optional enrollment in a deferred compensation (457) plan is available as well as health, vision, and dental benefits. A standard work week consists of 37.5 hours Monday through Friday and typically includes one evening shift. Saturday shifts are also scheduled on a rotating basis, normally once per month.

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**Qualifications:** A master of library science degree (MLS, MLIS) from an ALA-accredited graduate library or information program and possession of a current New York State Public Librarian's Professional Certificate are required at the time of appointment. Employment at the George F. Johnson Memorial Library is governed by Broome County Civil Service law. Applicants must qualify for appointment under the Librarian I title. *Appointment will be provisional until the candidate successfully completes a civil service exam for the title.*

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**Employment Policies & Practices:** The George F. Johnson Memorial Library is an equal opportunity employer that complies with state and federal fair employment laws and regulations. The library does not discriminate in recruitment, training, promotion, or other terms of employment based on race, creed, color, sex, sexual orientation, gender identity, age, national origin, disability, veteran's status, and military service.

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**To Apply:** Please send a completed [Broome County Civil Service application](#), resume, and three references to:

Seth Jacobus, Library Director  
George F. Johnson Memorial Library  
1001 Park Street  
Endicott, NY 13760

Or email the above materials to [en.seth@4cls.org](mailto:en.seth@4cls.org) on or before November 1, 2024. Interviews for qualified candidates will follow.