



NOTICE OF JOB VACANCY

POSTING NUMBER: #22-04

PAGE 1 OF 3

An opportunity currently exists at Westfield Memorial Library for the position of Children's Librarian in the Youth Services Department. Applicants who meet the requirements below may apply.

Title: Librarian / Senior Librarian

Issue Date: October 11, 2022

Compensation: Minimum starting salary range is \$57,945-\$73,627, based on experience.

Location: Westfield Memorial Library, Youth Services Department

JOB DESCRIPTION:

Under the supervision of the Head of Youth Services, the Children's Librarian contributes to the collection development and maintenance of children's materials; informational and technology assistance, and readers advisory to all ages; and programming that meets the needs and interests of Westfield community children and families. This position collaborates on community outreach, marketing, and partnership efforts, and pursuing grant opportunities.

The successful candidate will display an eagerness to implement objectives of the library's 2021-2024 strategic plan, including increasing STEAM and coding-related programs for children, making technology more accessible to children, and further implementing the 1,000 Books Before Kindergarten program.

Westfield Memorial Library is a county leader in public library service, with a reputation for providing high quality materials, programming, and information services to Westfield's 30,000 residents. Recent accomplishments include eliminating overdue fees on most library materials in November 2021, launching a series of events in collaboration with the Westfield Human Relations Advisory Commission (HRAC) that is aimed at improving equity, diversity, and inclusion.

The library is also currently working with the Town's Green Team and Gable Associates on a sustainability master plan, which is anticipated to be completed by early 2023.

Westfield is frequently listed as one of the best places to live in New Jersey, including a 2022 report from *Niche*, which gave Westfield an A+ and named it the best place to live in Union County. *Niche* also

ranked Westfield Public School district the 17th best school district in New Jersey for 2023. The district employs 10 librarians and school library media specialists, who closely collaborate with library staff.

Noted for its beautiful downtown, lovely and diverse housing, excellent school system, and varied commuting options to New York City, Westfield offers its residents the best of friendly small-town living influenced by the sophistication of New York City. Westfield's historic downtown is a mix of locally owned specialty stores and well-known national retailers. Downtown is the scene for popular year-round events, attracting visitors of all ages.

RESPONSIBILITIES:

- Provide reference and reader's advisory services for all age groups utilizing print and electronic resources.
- Instruct children and families in the effective use of print and non-print reference sources as well as use of library equipment.
- Contribute to the attractive appearance of the children's room/area through appropriate displays.
- Recommend the acquisition of library materials according to the unit or section assigned, taking into consideration priority needs, budget limitations, and ensuring appropriate representation of marginalized groups in the collection.
- Review and weed library collection of books and other materials based on weeding guidelines.
- Design programs that foster a variety of literacies and learning methods including but not limited to pre-literacy, early literacy, family literacy, media literacy, technology literacy, computational thinking, STEAM, and maker-centered learning.
- Provide age-appropriate programs and class visits for children and their parents, educators, and caregivers.
- Prepare reading lists and relevant subject bibliographies for public distribution.
- Read professional literature to keep abreast of current trends; exchanges ideas, information, and opinions with Department Head to formulate policies, procedures, programs for service improvements.
- Establish professional relationships with school librarians in their service areas.
- In-charge of Library building and staff, when necessary.
- Perform other duties as required.

SUCCESSFUL CANDIDATE WILL:

- Utilize effective public relations techniques to promote an awareness of and support for meeting children's library and information needs through all media.
- Ensure that all children and their families have full access to library materials, resources, and services as prescribed by the ALA's Library Bill of Rights and its interpretations.
- Identify and evaluate outside sources of funding and contribute to the writing of effective grant applications.
- Demonstrate cultural awareness, critical thinking, problem solving, decision making, mediating, and cultural competency skills.
- Practice self-evaluation and pursues professional development and continuing education opportunities on an ongoing basis.
- Participate in local, state, and national professional organizations to strengthen skills, interact with fellow professionals, promote professional association scholarships, and contribute to the library profession.

REQUIREMENTS:

- Master's Degree in Library Science from an ALA accredited library school.
- New Jersey Public Librarian's Certificate issued by the State of New Jersey, or the ability to obtain such.
- General experience working with a diverse public.
- Exceptional customer service and communication skills.
- Knowledge of children's literature and programming as well as child development.
- Experience providing early childhood or early literacy programming desirable.
- Basic understanding of current and emerging library technology, service and programming trends for children, and contemporary public library issues.
- Substantial experience with Internet, electronic databases, social media, and basic computer or web applications (i.e. Canva, video streaming/editing, and other relevant multimedia software.)
- Bilingual skills highly desirable.
- Candidates must be flexible, able to handle multiple competing priorities and tasks, adaptable to change, and able to work effectively in a fast-paced, high-volume environment.
- Ability to bend, reach, sit and stand as needed.
- Ability to work evenings and weekends.

SCHEDULE:

This is a full-time position with a 35-hour work week, typically Monday through Friday 9:00am to 5:00pm, and 1:00pm to 9:00pm on one consistently scheduled night per week. Daily shift is 8 hours with a 1-hour lunch break. Work schedule is subject to change according to the needs of the library, including evening hours and weekends. Works at least every 4th Saturday on a rotating basis. Rotating Sunday hours are not required but may be available at a time and a half pay rate.

COMPENSATION AND BENEFITS:

- Minimum starting salary range is \$57,945-\$73,627, based on experience.
- Benefits include paid holidays, paid vacation, paid sick leave, excellent health benefits, and enrollment in the PERS pension system.

NOTICES:

- Equal Opportunity Employer. Employees must comply with the "New Jersey First Act".
- This position is a union position, represented by Communication Workers of America Local 1031, AFL-CIO.

TO APPLY:

Interested applicants should submit a cover letter and resume to amcginley@wmlnj.org. Review of applications will begin immediately. The deadline to apply is November 8, 2022.