



Bayville Free Library

34 School Street, Bayville, NY 11709

(516) 628-2765 • FAX: (516) 628-2738

The Bayville Free Library, a Free Association Library, is seeking a part-time Children's Librarian for 25 hours per week.

Essential Duties

- Plan, implement, manage, and develop new children's programs.
- Evaluate and maintain the children's collection to ensure a diverse collection that meets the needs of the community.
- Provide reader's advisory to children and their caregivers.
- Provide outreach to local schools and organizations.
- Represent the Library at community events.
- Assist with the creation of marketing material.

Knowledge and Skills

- Working knowledge of library methods and procedures.
- Experience with Library Management System Sierra and Encore.
- Experience with public service operations including circulation, reference services and technology.
- Familiarity with popular materials for children and teens.
- Knowledge of download and digital services on various devices a plus.
- Ability to work as a team with multiple departments.

Qualifications

A Master's Degree in Library Science is required. Salary is commensurate with experience.

Ideal schedule

Mondays 11-7, Tuesdays 9-5, Wednesdays 11-7, Thursdays 10-2. One Sunday per month

Interested candidates should send their resumes and cover letters to the director at abirbal@bayvillefreelibrary.org by February 4.

Note: This is not a civil service position