



**Mamaroneck Public Library
Children's Librarian
Full Time Opportunity**

Interested in applying your skills and passion for working with children and families in a public library setting? The Mamaroneck Public Library seeks a friendly, customer service, energetic and creative librarian for a full time position to join our team. Our Youth services department serves a busy and active community of babies through teens, caregivers, parent's, teachers and nonprofit agencies serving families; inclusive of our core values and goals of our Strategic Plan.

A larger percentage of the responsibilities include providing friendly and positive experiences for patrons through reader's advisory, reference desk support, program and computer support. The candidate should exemplify creativity in promoting awareness of library services, resources, programming and community outreach, and assist in the development and maintenance of the youth services collections.

The position requires an MLS/MLIS degree from an accredited Library Science program with special coursework in Youth Services and Child development.

The position requires a New York State Professional Librarian Certification or ability to become certified.

To qualify to be hired, a candidate must take the civil service test for Librarian I. The instructions on how to take the test are listed below.

In addition, the ideal candidate will have the following qualifications:

- Passion and ability to work with children, teens and families in a diverse population.
- Provide positive service to all through excellent interpersonal skills, cultural sensitivity and a friendly demeanor.
- Creativity in providing innovative and engaging programs for youth and their families.
- Well versed in and knowledge of children's literature
- Contribute to Mamaroneck Public Library online presence.
- Identify children's public library trends and issues.
- Strong computer and technology skills.

This is a 35 hours per week position. Hours include weekend and evening rotations.

Compensation: \$60,000 - \$63,000

Contact: Please send resume and cover letter to Terry Numa, Head of Youth Services at tnuma@mamaronecklibrary.org

Applying for Westchester Civil Service Tests:

1. Apply online with the Westchester County Department of Human Resources (civil service) to get on the appropriate list - Librarian I.
2. Instructions

<https://humanresources.westchestergov.com/applying-online>

Exam List:

https://exams.westchestergov.com/webexam/CR/LIBRARY_SERVICES/listOpenToAllExams.htm

Exam details:

<https://www.westchestergov.com/hr/onlineexam/CR/OC/62705.htm>

After you apply you will receive a letter saying you are eligible to take the "exam," which is really just an evaluation by way of a detailed questionnaire about the applicant's education, training and employment background. The higher the score the easier a permanent placement is, so elaborate as much as possible about all librarian duties and experience, plus all the conferences and training attended. 3. The scoring of the exam can take anywhere from 4-12 weeks. Any start date will depend on when the exam results are released and where you place on the Civil Service list for the exam you took (Librarian I).

If you have any questions, contact Terry Numa, Head of Youth Services, @ tnuma@mamaronecklibrary.org or call 914-630-5894.