

# Montgomery County-Norristown Public Library

*State-designated District Library Center Serving Montgomery County's 35 Local Public Libraries*

**1001 Powell Street, Norristown, PA 19401-3817 π Telephone (610) 278-5100 π Fax (610) 277-0344**

The Montgomery County-Norristown Public Library seeks a creative, flexible and reliable full time employee as Head of the Children's Department. The Head will supervise full- and part-time staff in the department, as well as any volunteers; supervise and present programming for children ages 0-12; collection development (both ordering and weeding); establish partnerships with Bookmobile outreach, local schools and community organizations; public service in reference and reader advisory work; publicity of the department's services and collections. They will attend monthly meetings of district librarians and children's librarians; mentor new people in children's services in district libraries; serve on MCLINC circulation users committee; establish relationships with schools and community organizations; attend regional and state workshops and meetings; serve on committees within library as requested. Weekly schedule will include day time and evening hours with Saturdays in rotation. Benefits available.

## **Primary Responsibilities:**

- Supervise 4 full-time employees, 3 part-time employees, and department volunteers. Plan and supervise the library's story times and programs for babies, toddlers, and preschool children. Train and mentor other children's room staff involved in program planning and presentation. Hold monthly staff meeting in the department.
- Coordinate and present year-long story times for infants, toddlers and preschoolers; present programming for school-age children, including weekend and summer activities, book talks and field trips for school groups; coordinate and present Summer Reading Program and **Science In the Summer** Program.
- Coordinate Preschool Outreach Services of the department; represent library at area fairs and community days; establish partnerships with schools throughout our service area and community organizations in the Norristown area; assist the Head of Outreach Services Department in Books-Go-Round service; arrange department attendance at township and municipal fairs; assist with Sneak Previews.
- Oversee publicity efforts for the department, update children's page of the website and social media; serves on social media committee.
- Materials selection and overseeing materials selection activities of the department; order and maintain broad scope of materials for district use: books, reference, professional, periodicals, audiobooks, Spanish collection; promote collections through book lists and social media.
- Oversees weeding of collection within the department; advises branch staff on weeding;
- Manages special collections such as the Children's Historical Collection and Carolyn Wicker Field Collection.
- Manage themed and bibliotherapy booklists; supervise and provide reference and reader advisory service to children and their families.
- Collects and reports monthly statistics; writes grants; orders supplies;
- Oversees hardware and software in the department; serves as troubleshooter for hardware problems;
- Attends monthly department heads meeting; serves on library committees as requested; attends District children's librarians meeting; serves on social media committee.

## **Main Qualifications:**

- Master's Degree in Library Science. Certification as Professional Librarian by PA Bureau of Teacher Certification
- Must have at least 2-5 years public library experience as Youth Services Librarian, including 1 to 2 years at the supervisory level
- Excellent spoken and written communication skills
- Thorough knowledge and understanding of youth-centered literature and best practices
- Knowledge of professional library practices and understanding of the methods of applying them to public library children's services
- Grant writing experience preferred

Potential employment is contingent upon completion of the PA State Mandated Reporter Training, and submitting to employer within 60 days of date of hire the results of the following background checks: PA State Police Criminal History, Child Abuse History and FBI clearances.

If interested, please send a resume and a completed employment application to Kathy Arnold-Yerger, Executive Director, at [karnold-yerger@mclinc.org](mailto:karnold-yerger@mclinc.org). To download the MC-NPL employment application visit <http://mnl.mclinc.org/employment/>. EOE