

The Oradell Free Public Library is seeking a motivated and energetic librarian to serve as our Full-Time Youth Services Librarian. The Youth Services Librarian is responsible for the daily operations of the Youth Services Department. The position is available immediately.

The candidate must possess excellent communication and organizational skills and strong customer service orientation. Knowledge of juvenile and teen literature and familiarity with Internet resources and Microsoft Office are required. BCCLS experience and supervisory experience are preferred.

The candidate must possess a MLS from an ALA accredited institution. Will consider student currently pursuing his/her MLS from an ALA accredited institution.

The full-time position is 35 hours per week including at least one evening per week and one Saturday per month. Reports to Director and has a staff consisting of a Youth Services Assistant, several Desk Assistants, and a Page. Salary commensurate with experience.

Specific duties include but are not limited to the following:

- Management and administration of a busy youth department
- Planning and implementing creative programs for children of all ages, including the Summer Reading Program and NJ Makers Day
- Responsible for collection development and for overseeing the purchasing and processing of youth materials
- Providing readers advisory and reference services for children and parents
- Outreach to the community and schools

Please email in **one** document attachment a cover letter, a resume, and three references (including telephone numbers and email addresses) with "Youth Services Librarian - <YOUR NAME>" as the Subject line to oradelllibrary@gmail.com.