

DEPARTMENT HEADS AND DIVISION CHIEFS
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EMPLOYMENT / PROMOTIONAL OPPORTUNITY

Vacancy No.: 23-320-3

Title of Position: Librarian I – Children’s
Vacancy exists in the Warwick Public Library

Salary Range: \$26.60/hr - \$34.51/hr
Part Time – 19 hours per week
Work Schedule will include nights and weekends

Date Posted: November 16, 2023

Deadline for Applying: OPEN UNTIL FILLED

Remarks: This is an Unclassified Exempt Hourly Position.

Examination Weight: 100% Education & Experience

Statement of Duties: Under the general supervision of the Coordinator of Children’s Services, the Children’s Librarian performs duties pertaining to children’s services, including patron assistance, planning and presentation of programs, and collection development. Duties include:

- Helps patrons select and locate materials
- Provides reference service to children, parents and teachers as well as readers advisory service
- Develops, plans, and conducts programs for infants, pre-school and school aged children, young adults, parents and other adults working with children which encourage reading and the use of library facilities and materials
- Keeps current regarding trends in youth services and issues affecting youth; attends meetings and participates in professional library organizations
- Conducts class tours, provides bibliographic instruction, gives book talks and reviews
- Assists in selecting children’s materials for the main library and branch libraries
- Develops and prepares bibliographies
- Supplies and develops content for the children’s portion of the webpage as well as maintaining webpage
- Plans and arranges displays
- Supervises paraprofessional and clerical staff
- Assumes responsibility for the department in the absence of the head of the department
- Performs additional related duties as required

Education & Experience: Applicant must have a Master’s degree in Library Science from an ALA-accredited library school. Must also have knowledge of children’s and young adult literature and materials, including electronic resources; knowledge of current trends in library services to children and young adults; programming skills, ability to work with patrons of all ages; ability to interact effectively with library staff; ability to communicate effectively in English both orally and in writing; working knowledge of computer applications for library services including word processing and spreadsheets.

Special Note: Applicants will be subject to a criminal background check prior to employment. Negative findings may prevent applicant from being considered.

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>