Children’s Collections Coordinator

Our Values
- Commitment
- Service
- Excellence

This is a permanent, full-time position serving the youth (0-12) of our community. The position is responsible for the planning, delivery, and evaluation of the library’s collection for babies through age twelve. The position reports to the Manager of Family Services and is a member of the Family Services Team.

Key Functional relationships

Internal
- Manager of Family Services
- Senior leadership team
- Children’s & Teen Librarians
- Adult Collection Management Team
- Other Library staff

External
- Children in the community
- Caregivers and families
- Vendors/Suppliers

Job Description

Deliverables/Accountabilities
- Collaborates with Children’s Team to develop the collection of print and digital materials for children from birth to age twelve
- Develops and maintains clear documentation for all ordering of children’s collection
- Plans, directs and manages cataloguing, classification, processing, and acquisitions of children’s materials within a prescribed collections budget

Date: 2-14-2022
• Oversees original and copy cataloguing, and classification of library materials, in accordance with international cataloguing standards and library best practices
• Provides support for cataloguing, processing, mending and other services to ensure constant availability of library resources
• Consistently provides exceptional service at the Children’s Information/Service Desk
• Actively participates in Family Services special projects
• Collaborates with all other departments to ensure seamless and excellent service to our community
• Continually plans and organizes material displays for easy patron access
• Responsible for keeping up-to-date with new materials and trends in youth services
• Serves on library committees or projects as needed
• Other duties as assigned

Skills & Attributes
• Empathetic with a genuine affinity for youth
• Enjoys working with children of all ages & stages and their caregivers
• Deep, broad knowledge of children’s literature
• Competency in cataloguing principles and knowledge of the Dewey decimal system
• Focused on excellent customer experiences for youth and adults in the library environment (physical and virtual)
• Excellent and effective organizational and communications skills
• Self-starter who takes initiative, and has the ability to creatively spark ideas and solve problems
• Confident and capable user of digital resources and technologies
• Agile, able to adapt easily to a changing environment and work on multiple projects simultaneously
• Personal and professional commitment to ongoing professional development and expertise in youth librarianship including currency & trends on youth services in libraries
• Both participates in and leads in-house professional development with colleagues

Competencies
• Focus on positive user experience
• Innovation in development of services and collections
• Continuous improvement: monitoring and evaluation of children’s collections and services. Use of evidence-based decision making
• Professional demeanor
• Knowledge of the developmental needs of children at various ages, and corresponding library services and materials
• Advocate for youth
• Knowledge of current library trends and best practice, specifically within children’s services
• Knowledge of materials in print and digital formats as well as knowledge of current publishing trends and popular authors

Date: 2-14-2022
Qualifications / Experience
1. Master’s Degree in Library Information Science from an ALA accredited university with concentration in youth services preferred (can be in last semester) or equivalent relevant qualification and work experience
2. Previous experience working with children’s literature
3. Proficiency with new and emerging technologies

Starting Salary
- Starting Salary $49,200-53,800 depending on qualification, plus an attractive benefits package

Requirements
- Salaried role, minimum 35 hours/week, majority worked onsite, including a regular evening shift and weekends in rotation
- 2-4 hours on the Children’s Information/Service Desk per workday

Interested applicants should send a cover letter and resume to Marie Aspinwall (she/her), Manager of Family Services, maspinwall@newcanaanlibrary.org by 31 March, 2022