Location: Allentown Public Library

Job Title: Head of Children Services Librarian

Vacancy Number: 20210924

Responsibilities: This position requires flexibility, an aptitude for collaboration, excellent communication skills and the ability to identify priorities. In order to fulfill APL's mission, we require a professional with a positive attitude, enthusiasm, and excellent interpersonal and teamwork skills. Directs and supervises the operations of the children's library services. Makes assignments to staff. Trains and evaluates staff. Coordinates children's operations with other library departments and functions. Develops programs and services to meet specific needs of children. Evaluates materials and services and assists in the selection of materials for library acquisition. Provides reference service to children and teachers and provides reader's advisory. Works with the District Consultant Librarian and the Bureau of Library Development to disseminate information and provide continuing education opportunities to local libraries.

Requirements: An ALA accredited MLS in Library Science/Information Science. Minimum of 3 years experience working with children and young adults. Demonstrates supervisory skills. Behaves in a professional manner. Actively cooperates and works effectively with others, promotes teamwork, shares information and works to resolve conflicts. In accordance with PA Department of Human Services guidelines, all prospective employees must be able to provide following documents before starting employment. Once employed, all employees are required to submit updated copies of each document every sixty (60) months: PA State Criminal Record Check (Section 1-111 of the Pennsylvania School Code - Act 34) Child Abuse Clearance (Sections 6354-6358 of the Public Welfare Code - Act 151) FBI Federal Criminal Background Check

Salary Range: Salary range for this position is $50K to $55K for MLS degree holders, based on qualifications and experience.

Application Process: In Writing:
Allentown Public Library
Job # 20210924/Job Title: Head of Children Services Librarian
1210 Hamilton Street
Allentown, PA 18102
Email: allentownlibraryjobs@gmail.com
Please include the JOB# and Job Title in the subject line of all email, or on the front of the mailing envelope.

Special Requests: No telephone inquiries please

Closing Date: September 24, 2021 for priority consideration