

Location: Enoch Pratt Free Library

Job Title: Children's Resource & Program Specialist (Library Associate II)

Vacancy Number: 2022-00997

Responsibilities: The Pratt Library is in search of a Children's Resource and Program Specialist for our Herring Run, Walbrook, Washington Village, and Waverly locations. This individual will have exceptional experience and knowledge in the area of juvenile and children's literature and programs. This position reports to the branch manager and includes traveling to branch locations; flexibility on work location is a must. The Enoch Pratt Free Library employees may be required to work in any branch in the library systems and can be moved from one branch to another as need dictates. Public service is a priority. The summary of duties listed below is not exhaustive. Additional duties are dependent upon the needs of the hiring division. Answer reference and information questions for patrons. Plan and implement book-talks, storytelling, and school programs for specific age-level customers. Perform reference and reader's advisory services. Assist all customers with catalog, databases and other computer programs. Recommend material for purchase. Prepare special reports on age-level activities. Attend professional meetings, serve on committees and read professional literature. Maintain ongoing knowledge of age-level literature and developments in the field. Perform related duties as assigned.

Requirements: Minimum Qualifications: Bachelor's Degree from an accredited college or university. Fluency in other languages is desired.

Required Knowledge, Skills and Abilities: Demonstrated knowledge of literature and programming trends, youth development, and related best practices in the provision of library services. Excellent customer service and communication skills with an eagerness to learn and use emerging technologies. Excellent written and verbal communication skills. Ability to resolve problems and conflict with diplomacy and discretion. Commitment to and understanding of effective community library service in an urban environment. Awareness of socio-economic conditions and trends affecting youth in urban areas. Ability to plan, stimulate and implement age-level programs. Ability to work a flexible schedule, including evenings and Saturdays.

Salary : \$40,896.00 Annually

Application Process: For more information and to apply-[Childrens Resource and Program Specialist](#)

Special Requests: Open until filled.

Those under final consideration for appointment will be required to submit to drug and alcohol testing.

Position of Trust: Those under final consideration for appointment will be required to authorize the release of and successfully complete a criminal conviction check.