

NEW CASTLE PUBLIC LIBRARY
MANAGEMENT (NON-UNION)
POSITION AVAILABLE
INTERNAL/EXTERNAL APPLICANTS

YOUTH SERVICES LIBRARIAN – YOUTH SERVICES DEPARTMENT (FULL-TIME)

37.5 hours per week. This position is the department lead for the Youth Services Department. This position requires working at least 1-2 evenings per week and every third Saturday. Filling in in the event of call-offs is necessary, as well.

Entry \$22.00 per hour. A promoted employee will receive the current rate plus \$0.25, or the current start rate, whichever is greater. Includes health benefits, vacation, and sick leave for the employee only.

Duties:

The Youth Services Librarian at New Castle Public Library is responsible for the administration and development of library programs and collections for children and young adults. This role involves planning and implementing services, managing budgets, supervising staff, and coordinating with other library departments. The manager selects materials, maintains records and statistics, and fosters relationships with the community. Additionally, they ensure a positive customer service experience, attend meetings, and support a safe environment for patrons and staff. The position requires attention to detail, effective communication, and the ability to work in a team, with prior library management experience.

Education & Requirements: This position requires management experience and Masters of Library Science (MLS) degree from an ALA-accredited program, PA Child Abuse Clearance, PA Criminal Background Check, and Fingerprint Check upon employment.

Apply in writing (letter or email) to Andrew Henley, Library Director, New Castle Public Library, 207 E. North Street, New Castle, PA 16101, director@ncdlc.org by 5:00 p.m. on Monday February 12, 2024.

Posted Internally & Externally: 01/29/2024, 6:00 p.m., awh
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