

1 DEPARTMENT HEADS AND DIVISION CHIEFS
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PROMOTIONAL/EMPLOYMENT OPPORTUNITY

Vacancy No.: 26-036-1

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

Salary Range: \$55,309 – \$71,751 per year/35 hours per week

Date Posted: February 5, 2026

Deadline for Applying: February 20, 2026

Remarks: This is a Classified Exempt 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 all ages of patrons select and locate materials, assists with issuing library cards.
- Provides reference service to children, teens, parents and teachers as well as readers advisory service in person or by telephone.
- 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
- Conducts class tours, provides bibliographic instruction, gives book talks and reviews
- Participates in community outreach events
- Assists in selecting children’s materials for the main library
- Develops prepares and maintains bibliographies
- Supplies and develops content for the children’s portion of the webpage
- Plans and arranges displays to promote materials and programs
- Keeps current regarding trends in youth services and issues affecting youth; attends meetings and participates in professional library organizations.
- Supervises paraprofessional and clerical staff
- Assumes responsibility for the department in the absence of the head of the department
- Performs other related duties

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 offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional, supplemental retirement plans.

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER

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