# **CHILDREN’S LIBRARIAN**

|  |  |
| --- | --- |
| Reports To: Community Library Director | Department: Library |
| FLSA Classification: Non-Exempt | Grade or Hourly Rate: Grade 11  Full time with benefits.  Schedule will include evening and weekend hours. |

**JOB SUMMARY: (What is done and why.)**

The Children’s Librarian will be responsible for planning, implementing, promoting and evaluating programs and services for children and their families and caregivers.

**ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)**

1. Plans, schedules, organizes, implements, and oversees children’s library services and programs, to include regular storytimes and occasional special programs
2. Develops and maintains areas of the library collection within a set budget
3. Selects and orders programming supplies within a set budget
4. Supports child and family literacy in the community through active outreach to community organizations, schools, pre-schools, daycares and City Departments.
5. Promotes public awareness of library services and programs through development and dissemination of flyers, brochures, press releases and articles in all available media
6. Uses online and paper resources to assist patrons of all ages with reader’s advisory and information services
7. Provides training for the public on the use of paper and online library resources
8. Provides training for staff to enhance the public’s satisfaction with library services to children
9. Plans, conducts, and organizes Bookmobile visits during the summer months to area neighborhoods and summer children’s programs
10. Directs shelvers, volunteers and relevant staff in maintaining the collection in proper order and the implementation of other projects
11. Maintains performance records for Youth Services staff for the Library Director
12. Researches and prepares grants in consultation with the Director
13. Performs routine circulation and processing functions as needed
14. Enforces library policies and procedures in an appropriate manner
15. Acts as Team Leader for projects as they arise
16. Periodically represents the Director at meetings
17. Periodically assumes full responsibility for the operation and security of the library
18. Performs other duties as assigned

**KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)**

1. Prior experience in children’s library program planning and children’s literature
2. Ability to deal tactfully, courteously, and effectively with the public and other employees
3. Strong communication skills, both verbal and written
4. Ability to work independently with a high degree of accuracy, efficiency and dependability
5. Good organizational skills
6. Expertise and proficiency with computers and related hardware, popular library software, internet and digital communications
7. Considerable knowledge of professional library principles, practices and techniques
8. Masters in Library or Information Science preferred, or Bachelor degree with two years of library experience or equivalent experience working with children, or a combination of education and experience

**WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)**

**Internal-** Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level fluctuates and includes sounds of children and families and normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties. Work involves interaction with members of the general public who may be unruly, impolite, etc., addressing behavioral issues of high school students and children of varying ages and risks associated with adolescents. Work occasionally involves exposure to safety concerns typically associated with dealing or addressing members of the general public in a community setting.

**External-** Work includes frequent travel to community areas for outreach activities. Occasional trips on the Bookmobile may be very hot with limited ventilation.

**PHYSICAL DEMANDS: (The physical effort generally associated with this position.)**

Work involves standing and walking for extended periods of time, but some duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer screen. Exerts frequent physical effort in performing duties, including common physical demands associated with working closely with children of all ages, standing at the Circulation Desk for two hour shifts; bending, kneeling, and reaching overhead while shelving books, carrying and lifting up to 40 pounds, and pushing book carts. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur.

**SUPERVISED BY:**

Works closely with the Adult Services Librarian

Supervision is received from the Library Director