

JOB TITLE: Children's Librarian

REPORTS TO: Library Director

GENERAL DESCRIPTION

The children's librarian is a full-time, non-administrative hourly position that is required to work 40 hours per week. The normal schedule is day shift Monday through Friday, with the exception of working one evening shift per pay period, and working weekends for special programs and community events in which the library participates. Benefits include medical, dental and vision insurance, as well as vacation, personal and sick leave.

RESPONSIBILITIES

- Develops and implements in-person and/or virtual programs and services to meet specific needs of children in the library's service area.
- Plans and maintains budget requirements for large and/or ongoing programs such as Summer Reading Program and story time.
- Coordinates children's service operations with other library services and functions
- Meets with members of the library and others in order to coordinate activities and exchange information
- Prepares public relations materials for children's services and programs, including flyers, press releases, public service announcements, the library's events calendar and Facebook
- Manages collection development, selection, and weeding of children's materials
- Oversees the environment of the children's area, including cleanliness, usability and security.
- Plans arrangement and display of children's materials and seasonal decorations in the children's area.
- Provides reference services to children, teachers, and adults
- Provides reader's advisory to children and adults
- Serves as library liaison with local daycares and schools
- Attends committee meetings, workshops, and conferences as required
- Assists with telephone and desk duties in all areas of the library
- Completes other duties as assigned

MINIMUM QUALIFICATIONS

GENERAL REQUIREMENTS

- High school diploma or equivalent
- Five years academic and/or work experience with computers
- Experience using Microsoft Office, Facebook, Google Products (i.e. Gmail, Calendar).
- Driver's license and access to an automobile
- Ability to communicate effectively both verbally and in writing
- Ability to work independently
- Ability to work with the public and co-workers
- Ability to speak/present in front of an audience of various ages
- Demonstrated knowledge of popular materials and/or literary works for children
- Organizational skills including planning, setting objectives, managing a digital calendar and meeting deadlines
- Must pass drug test and background check

PHYSICAL REQUIREMENTS

- Ability to complete tasks that may involve frequent walking, standing, bending, reaching, stooping, and some lifting and carrying objects of moderate weight (12-20 pounds); pushing loaded, wheeled book carts of very heavy weight (100 - 150 pounds); and/or the operation of office equipment or keyboard, in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.
- Ability to climb, balance, kneel, and crouch, as these are common physical activities when working with children.

PERSONAL ATTRIBUTES

- Ability to deal with associates and the public in a courteous manner with excellent interpersonal skills
- Ability to communicate well with individuals from various backgrounds; neat personal appearance; emotionally stable; must demonstrate initiative and good judgment; pleasing manner.

PREFERRED QUALIFICATIONS

- Three years library experience
- Degree in or commensurate experience in the field of early childhood development
- Knowledge of collection development, selection and weeding of children's materials; reference skills, reader's advisory skills for children's and adult material; and current library cataloging practices