

**Position Title:** Children's Librarian

**Statement of Duties**

Performs professional librarian tasks for a Library department. Performs other duties as required.

**Supervision**

Works under the general supervision of the Library Director; is familiar with work routine and uses initiative in carrying out recurring assignments independently and without specific instructions. Supervisor provides instructions, however, for new or unusual responsibilities. In field of specialty, Employee is required to work independently in the analysis and evaluation of programs and in the development of new and/or revised programs. Employee must observe and follow library policies and procedures, and is expected to comprehend effect of automation on administration of work unit and on the delivery of library services to the public.

Provides supervision of one- (1) full-time and four- (4) part-time staff providing staff initial instructions and guidance as required.

Employee does not have access to confidential information.

**Job Environment**

Work at this level consists of varied work assignments, some of which involve non-standardized tasks, procedures and techniques, requiring evaluation and analysis. Problem solving with patrons may require considerable effort and independent judgement on occasion.

Errors could result in delays or loss of service, damage to equipment, and adverse public relations.

The employee has constant contact with the public. Other contacts include state and regional library associations, other city employees, community organizations, vendors, other government agencies, schools and teachers. Contact occurs either in person or by telephone in order to provide assistance with reference questions. Some contact in writing to provide assistance for research. Other forms of contact include telephone, e-mail, or facsimile. May be required to work beyond normal business hours on weekends and evenings in accordance with library facility schedule.

## **Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Assures efficient operation of the area of the library set aside for children and young adults. Coordinates the selection, organizing, inventorying, and processing of library books and other materials.

Organizes, directs, and oversees the operation of children's and young adult services, including but not limited to staff management, circulation, collection development and maintenance; processes books and organizes book shelves.

Develops, organizes, and implements programs and activities for children, young adults, and adults.

Prepares bibliographies to assist children, sets up exhibits, analyzes reader needs in order to develop the collection.

Plans and implements programs such as story time, films, summer reading, school outreach, reading clubs, and special events.

Utilizes computerized systems, classifies print and audio-visual material and provides technical support services to patrons.

Weeds obsolete items in collection using professional standards and sets others aside for repairs, rebinding and replacement; performs basic repair of materials in the children's room.

Participates in taking inventory of the collection of the library.

Collaborates with schools on school assignments and the promotion of summer reading programs.

Attends professional library conferences, seminars and network committees; reads professional literature; attends and participates in staff meeting discussions.

Provides information and assistance to library patrons; provides instructions on the effective use of reference materials, C/WMARS and equipment. Receives complaints or special requests from library users, and makes every effort to follow through in response to them; maintains quality public relations, advising patrons of library programs, procedures and policies.

## **Recommended Minimum Qualifications**

### **Education and Experience**

Requires a Master's Degree in a field commensurate with library science, i.e. education, English, literature or related field and a Master's Degree in Library Science, both from an accredited ALA college or university is preferred; two- (2) to three- (3) years experience working with children and young adults; or any combination of education and experience.

### **Knowledge, Ability and Skill**

#### **Knowledge:**

Thorough knowledge of library science and library services with an emphasis on youth services in order to refer library patrons to appropriate reading materials and to process collections into and out of the library. Thorough knowledge of library policies and procedures in order to explain library programs and services to others; basic reference sources in subject area, research technique reader interest levels, publisher and dealer practices, and methods of library supply resources. Thorough knowledge of children's and young adult literature and related materials. Working knowledge of data processing and automation systems effecting administrative and library services, especially computer applications and the Internet.

#### **Ability:**

Ability to supervise others, evaluating their performance, training them and administering discipline as needed; handle great many details, some simultaneously, with accuracy; communicate effectively with others, both orally and in writing; research information for a wide variety of library users; create goals and provide leadership for subordinates. Ability to work with children, young adults and adults

### **Physical and Mental Requirements**

Work is performed in an office setting and in the children's room of the library, subject to quiet to moderate noise. Up to 1/3rd of the time is spent standing, walking, sitting, stooping, or reaching with hands and arms. Up to two-thirds of the time is spent using hands to finger, handle or feel objects, tools, or controls, and to reach with hands and arms. The employee is frequently required to sit, talk and hear. Frequently required to lift up to 10 pounds, occasional lifting is required up to 30 pounds, seldom does the Employee lift up to 60 pounds. Normal vision required. Equipment operated includes light equipment, hand tools, computers, and various office machines.