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## **CHILDREN'S LIBRARIAN**

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### **SUMMARY**

Plans and coordinates all programming for children and young adults. Assists with selecting, ordering, and maintaining library materials for the youth library collection.

### **SUPERVISION RECEIVED**

Work is performed under the supervision of the Library Director.

### **RESPONSIBILITIES AND DUTIES**

An employee in this position may be called upon to do any or all of the following: (Does not include all tasks the employee may be expected to perform.)

1. Plans and provides programs for children, teens, and their families, including an annual Summer Reading program. Duties include but are not limited to: planning, presenting, advertising, and evaluating programs; networking with community groups; tracking statistics; and preparing supporting materials.
2. Promotes infant, early literacy, child, and adolescent learning and development in a balanced and comprehensive manner.
3. Creates user guides, promotional materials, and publicity spotlighting the Children's Department's collection, services, and programs.
4. Creates displays to enhance the library experience and promote the use of library resources.
5. Maintains and develops a collection of youth materials, both print and non-print, which includes selecting items for purchase and withdrawal.
6. Maintains and monitors budget for collection and programming.
7. Attends meetings, workshops and conferences to maintain up-to-date knowledge and skills.
8. Staffs circulation desk as operations require.
9. Provides tours and reference and reader's advisory services as needed.
10. Performs other related work as required or assigned by the director.

### **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT**

An employee in this class, should have the equivalent of the following knowledge, training and experience:

1. Professional experience working with children.

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2. Professional experience working in a library.
3. College degree in Education and or Library Science is preferred.
4. Knowledge of children's and teen literature.
5. Working knowledge and understanding of basic library principles, procedures, technology, and philosophy of service.
6. Demonstrated capacity to set priorities in order to meet assignment deadlines.
7. Interpersonal and communication skills necessary to interact with other library staff and patrons in an effective and courteous manner.
8. Capability to write and administer a budget effectively.
9. Knowledge of technology functions such as e-mail, internet searching, printing, word processing, and spreadsheet software.
10. Position requires some weekend and evening availability.

### **TOOLS AND EQUIPMENT USED**

Library computer system; personal computer, including word processing, desktop publishing, Excel, and data base management software; calculator; typewriter; copy and fax machine; microfilm reader, scanner, digital devices, adaptive technologies, and telephone.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must be able to push/pull fully loaded book carts/trucks weighing up to 150 pounds, retrieve or place materials above shoulder or below knee level, and lift/carry materials/furniture weighing up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally quiet.

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## **SELECTION GUIDELINES**

Formal application; review of education and experience; oral interview and reference check; final selection and drug screen.

The examples of duties are intended only as illustrations of the various types of work 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Appointing Authority