



## **CHILDREN'S LIBRARIAN**

Department: **Community Services**

Class Code: **16**

Reports to: **Library Manager**

FLSA Status: **Non-Exempt**

**GENERAL PURPOSE:** Under direct supervision of the Library Manager, provides youth services and development of children's programs that is responsive to the community.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Works at the Circulation Desk; assists patrons in finding library materials; performs check-in and check-out of library materials; processes new library cards; shelves books and movies.
- Provides instruction on library use, schedule and plan call visits to the facility.
- Provides special needs and educational programs; plans and coordinates the summer reading program and fall and spring breaks for children and young adults out of school.
- Selects children's and young adult's books and materials.
- Plans, publicizes and develops youth calendar events and programs; prepares flyers and calendars.
- Plans and presents weekly story times for toddlers and pre-school children.
- Reviews book shelves to remove old and/or outdated materials and maintains the collection and development of library materials.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs public speaking.
- Assists with volunteers.
- Provides Reader's Advisory Services to parents and children.
- Performs related duties as required or assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's Degree and two years of experience in library youth services or children's education or a combination of education and experience.

#### **Required Licenses or Certifications:**

None.

## JOB DESCRIPTION

## Children's Librarian

### Required Knowledge of:

- Principles and practices of professional library operations.
- Principles and practices of children's library services and programming.
- Biographic knowledge of children's literature.
- Dewey Classification, circulation and cataloging
- Workflows/Symphony Dynix Automated Library Systems.
- Uses and applications of personal computers and various software applications.

### Required Ability to:

- Develop and maintain effective working relationships with Town staff, various external organizations and individuals and the general public, to include parents, teachers and children.
- Create and deliver various children's programs and services.
- Present programs to large groups.
- Perform research.
- Communicate effectively, both orally and in writing.
- Provide excellent customer service.
- Follow oral and written instruction.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of library software.

### Physical Demands / Work Environment:

- Work is performed in a traditional office environment to include sitting, standing, walking, talking and hearing. Specific vision abilities required by this job include distance vision, close vision, peripheral vision, depth perception and the ability to adjust focus. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds.

*Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
	11/2018			16	Non-Exempt	
	4/2019			16		
	5/2019			16		

APPROVED: Human Resources

DATE: 5/2019