

Children's Librarian

Summary:

This is a full-time professional level position responsible for the development and implementation of a full range of library services for children and young adults.

Responsibilities include: collection development, programming for young people and their caregivers, outreach services, provision of reference services and computer use guidance for all patrons, and supervision of staff and volunteer assistants for children's and teen's programs. The Children's Librarian works under the general guidance and supervision of the Programming Coordinator.

Essential Duties and Responsibilities:

Collection Development:

- Development and maintenance of both the children's and young adult' collections.
- Selection of materials based on assessment of the needs of library users, appeal, knowledge of school curriculum, and requests.
- Selection of materials in accordance with professional library practice, reflecting a knowledge of children's literature, authors and award winners, and use of standard selection resources.

Programming

- Under the supervisor of the Programming Coordinator develops and implements a variety of innovative, regularly scheduled, special event programming for both children and teens. This will include age appropriate story hours, public school vacation programs, summer reading programs, and special evening programs.
- Creation of displays and signage to promote library resources.

Reference Services

- Provides informational services to all library patrons, especially children and their parents.
- Assists patrons of all ages in computer use.

Outreach

- Serves as a liaison between the library and schools, caregivers, homeschoolers and agencies serving children.
- Conducts visits to the schools to promote library programs.
- Promotes cooperation between the schools through the school librarians and teachers.

Knowledge, Skills and Abilities

- Proficiency using personal computers, computer software, and the Internet is required.
- Maintains and develops new professional skills and abilities by attending appropriate professional trainings and meetings whenever possible.
- Working hours vary to include Saturdays and evenings.

Interpersonal/Public Relations

- Greets and assists all library users.
- Is responsive to comments, suggestions and requests.
- Interacts cooperatively and effectively with all library staff, has good sense of humor.
- Communicates with staff, keeping them informed of the operations of children's services and programs.
- Seeks discussion with the programming coordinator regarding initiatives and general operations issues, communicating in writing when appropriate.
- Obtains approval from the programming coordinator before implementing significant initiatives.
- Effectively promotes children's services including programming through the use of in-house and outside publicity.
- Helps Maintain Regular Library Operations
- Performs additional duties as assigned.

Desirable Training and Experience:

- Experience working in a library setting, a Bachelor's degree, and experience with children, including demonstrated knowledge of current children's and young adult literature and programming
- Master's Degree in Library Science or current enrollment in and MLS program is desirable, or a combination of comparable education and experience which demonstrates the necessary knowledge, skills, and abilities.