

# JOB DESCRIPTION

## CHILDREN'S LIBRARIAN

**REPORTS TO: LIBRARY DIRECTOR**

**FLSA STATUS: NONEXEMPT**

**EDUCATION AND/OR EXPERIENCE:** High School diploma or equivalent and two years' experience working with children in some capacity -preferably in a library or child care facility. Must demonstrate knowledge of child development and have some knowledge of children's literature.

**PRIMARY RESPONSIBILITIES:** The children's librarian performs a broad range of tasks including providing library services to children and, along with other staff, provide library service to the general public. The children's librarian may also be called on to perform routine general library work at the direction of the library director.

### **ESSENTIAL DUTIES:**

- Plan and conduct age appropriate library activities including programs for both toddlers and preschool aged children.
- Serve as the library's liaison with the public schools and child care centers; providing outreach activities in community locations.
- Working directly with the library director, assist with the collection development and ongoing maintenance of children's materials.
- Plan and conduct the summer reading program in coordination with other library summer programs for youth and adult patrons.
- Promote, create and provide online and virtual library services via the library's website and social media options.
- When directed, assist with other public service duties including: providing circulation services, readers advisory service, reference service, interlibrary loan service, assisting patrons with the use of library equipment, scheduling the meeting room, training volunteers, and other related duties that arise.
- Actively participates in staff meetings, training activities, and other library staff functions as requested.

***IN ADDITION TO THE ESSENTIAL DUTIES NOTED ABOVE, NONESSENTIAL DUTIES THAT DO NOT EXCEED THE EMPLOYEES LEVEL OF TRAINING AND/OR GENERAL SKILL SET MAY BE ROUTINELY OR OCCASSIONALLY ASSIGNED BY THE LIBRARY DIRECTOR AND ARE CONSIDERED LEGITIMATE PERFORMANCE EXPECTATIONS, UNLESS CONTRAINDICATED BY AN EMPLOYEES PHYSICAL LIMITATIONS.***

**CERTIFICATES, LICENSES, REGISTRATIONS:** Ongoing current certifications must be maintained in training specific to the position and/or the needs of the library.

**QUALIFICATIONS AND DEMONSTRATED COMPETENCIES:** To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

### **Language and Communication Skills:**

- Ability to read and comprehend simple and complex instructions, short correspondence electronic documents and memos presented in a variety of manner and legibility.
- Ability to write and/or type professional correspondence in a manner that is efficient and generally understood.
- Ability to effectively present information and respond to questions from library patrons and other employees of the library.
- Ability to establish and maintain good rapport with young children in both individual and group interactions.

### **Reasoning Ability:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to be creative in dealing with unexpected or unusual situations.
- Ability to sense and appropriately respond to actual or possible emergency and/or dangerous situations.

### **Mathematical Skills:**

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

**Computer and Electronic Communication Skills:**

- Ability to use the library’s integrated library system and word processing software.
- Ability to use email and other electronic communication programs on a routine basis.
- Ability to understand and adapt advances in technology into the programs and operations of the Library

**Interpersonal Skills, Team Work & Customer Service:**

- Demonstrated consistency in projecting a friendly and approachable persona of a library employee.
- Ability to respond promptly to requests from a variety of sources.
- Demonstrated consistency in meeting commitments.
- Must be able to work collaboratively with others to achieve a stated outcome.
- Consistently treat others with respect and consideration regardless of their status or position.
- Consistently willing to participate in training activities and other library activities as requested and/or suggested.

**Planning/Organizing Skills:**

- Ability to prioritize and plan daily, weekly, and monthly work activities for self.
- Ability to use time efficiently.

**Adaptability and Reliability:**

- Ability to adapt to changes in the work environment, competing demands and unexpected events in a thorough and timely manner.
- Consistently demonstrated ability to come to work as scheduled.

**PHYSICAL DEMANDS:**

- Positions require regular attendance on-site, punctuality, and the ability to work extended days as may be required from time to time.
- Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials weighing up to 10 lbs.
- Must be able to move about the library for both scheduled and non-scheduled assignments in a manner that is timely and efficient.
- While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools or controls, talk and hear. Hand-eye coordination necessary to operate computers and various office equipment. The employee is occasionally required to climb, balance, stoop and crouch.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**WORK ENVIRONMENT**

- Primarily indoors seated at a desk in an easily accessible office area, with frequent movement throughout a building with 2 levels.
- The noise level in the work environment is usually moderate.

**ACKNOWLEDGMENTS:**

- *I have read the qualifications and requirements for the position of library assistant, and to the best of my knowledge, believe that I meet the requirements and can perform the functions as described.*

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EMPLOYEE SIGNATURE

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DATE

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LIBRARY DIRECTOR

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DATE