

## **POSITION DESCRIPTION**

Class Title: Children's Librarian    Job Code Number:  
Department: Library                      Grade Number:  
Division:                                      Union:  
Date reviewed: 08/15                      Location:

### **GENERAL PURPOSE**

Performs duties involving the general application of professional library techniques and procedures in the operation of the children's library system.

### **SUPERVISION RECEIVED**

Works under the broad policy guidance and direction of the Library Director.

### **SUPERVISION EXERCISED**

Exercises supervision over library assistants, aids and other support staff, part-time, contracted, or temporary personnel or volunteers, as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Administers assigned area of library operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains and motivates assigned staff; reviews progress and directs changes as needed.

Provides professional advice on library issues to supervisors, and makes presentations.

Communicates official plans, policies and procedures to staff and the general public.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Recruits and trains volunteers to help with programs, story hours and daily routines.

Encourages cooperation and exchange of ideas with area schools, teachers and librarians. Provides advisory service to teachers, parents and organization leaders. Works closely with school districts and offers outreach programs to the schools.

Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

Selects and catalogs electronically the general collection of children's books, periodicals, movies, pictures, e-titles, manuscripts, pamphlets and other items contained in the library; reviews and keeps abreast of major selection tools; reviews books, periodicals and

collections which are outdated or not used, and recommends removal and disposition. Selection and withdrawal are subject to director's approval.

Inspects new collection material upon arrival for quality and financial control purposes.

Maintains library equipment, software and other library materials.

Assists patrons in the selection of library materials, reference guidance, and checking out materials. Suggests authors and specific titles.

Prepares a variety of reports and maintains necessary operating records.

Oversees mailing of electronically produced overdue notices.

Plans and administers various special library activities throughout the year, such as Summer Reading Program, Pre-school storyhours and craft programs, conducts programs on library usage including use of the OPAC and internet computers for individuals, community groups and schools.

Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, preparing displays, setting up tables and chairs for classes, etc.

#### PERIPHERAL DUTIES

Promotes interest in library programs through publicity, program brochures, cooperation with various community groups, and public contacts; speaks before citizens groups, students and school classes.

Answers letters of inquiry and talks with patrons; addresses public and civic organizations which will inform the public of library policies.

Attends and participates in library organizations and meetings at the state and national levels when appropriate.

Assists staff in the performance of their duties as required.

#### Required MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a college or university with a bachelor's degree in library science, liberal arts, public administration, education or a closely related field, and

(B) One year experience in library operations, or

(C) Any equivalent combination of education and experience.

## Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of the principles and practices of modern library systems and programs; Thorough knowledge of library collection classification and selection tools and techniques; Working knowledge of equipment and facilities required in a comprehensive library system; Working knowledge of the principles and practices of office management, work organization and supervision.

(B) Skill in operation of listed tools and equipment.

(C) Ability to accurately classify and catalog library materials; Ability to analyze and utilize a variety of reports and records; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with patrons, employees, supervisors, other agencies, and the general public.

(D) Experience with children with a wide range of abilities and needs.

## DESIRED QUALIFICATIONS

Master's of Library Science degree from an accredited college or university

## SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one.

## TOOLS AND EQUIPMENT USED

Library computer system; Personal computer, including word processing and database management software; calculator; copy and fax machine; phone; automobile.

## 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 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 occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, background checks and reference checks; job related tests may be required.

The duties listed above are intended only as examples 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.

The job description does not constitute an employment agreement between the employer and 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

Effective Date: 8/26/15

Revision History:8/18/15