

Job Description

CHILDREN'S LIBRARIAN

The primary responsibility of this position is the coordination and implementation of the Library's services for children, preschool through 6th grade. The Children's Librarian will have full supervision of the Children's Area and maintain a quiet, safe, productive, and attractive environment. This position involves working directly with children and their parents or caregivers. It is important, therefore, that the person with this title genuinely likes children, is comfortable with them, and enjoys serving them. It is imperative that the person in this position likes and knows children's literature. This position will also involve some time at the Circulation Desk as well, but not as a primary assignment. This is a highly visible and responsible position. Above all, the person in this position should present a positive image of the "personality of the Library" - making all people feel welcome and accepted at the Library.

Duties and Responsibilities:

1. Selecting children's books and materials
2. Weeding the junior collection of old and/or outdated materials
3. Planning and presenting weekly story times for preschool children
4. Planning and coordinating the Library's summer reading program
5. Working with other staff members to plan after-school activities
6. Assisting students and parents in finding information
7. Conducting library tours for any interested groups and/or school groups
8. Creating displays and bulletin boards in the Children's Area of the library
9. Developing ideas for special programs for children
10. Helping to develop fundraisers and find grant opportunities to purchase children's materials and fund children's programs
11. Working with other staff members to create crafts and display items
12. Exploring initiatives for promoting early childhood literacy
13. Working at the Circulation Desk when not otherwise engaged in other activities of this position
14. Assisting patrons in locating materials
15. Answering reference questions
16. Helping supervise library pages
17. Miscellaneous other duties as assigned

Personal Qualities:

1. A professional, friendly, helpful, positive attitude
2. Ability to work well with children
3. Ability to work well with the public and all other staff members
4. Dependability, punctuality, honesty, and trustworthiness
5. Willingness to accept change gracefully
6. Ability to accept constructive criticism
7. Recognition of the need for discretion in dealing with the public and making statements to patrons
8. Willingness to defer to the director for assistance with questions that you cannot answer with certainty or with situations with which you are uncomfortable
9. A sense of humor and a flexible nature
10. A willingness to help out in special situations and cooperate as a team member with the Library staff in performing any duty essential to the achievement of efficient library operations.

Educational Requirements:

A college degree is preferred. A degree in Library Science or Education is highly desirable. A good knowledge of children's books and literature is a must and experience working with children is desired.

Organizational Relationship:

This position reports directly to the Director. The person in this position may be called upon to supervise other staff in the absence of the Director and Assistant Director. This position cooperates with other staff members to meet the needs of the public, community, and the Library.