

### *Children's Librarian, Children's Department*

The Children's Librarian position is a full-time (37.5 hours/week), exempt position that reports to the Director of Operations. The ideal candidate for Children's Librarian is someone with extensive experience and knowledge in developing and running children's programming. We are looking for someone with strong communication, organizational, and collaboration skills.

This position does not have direct reports. Flexible schedule with day, night and weekend hours possible.

### **Functions (including but not limited to):**

- This position will staff a Public Service Desk at least 50% of the time to include the following:
  - Acknowledging every patron as they enter and leave your assigned area
  - Charges and discharges materials on Polaris system
  - Issues library cards
  - Answers telephones
  - Solve customer concerns
  - Assists Children and their guardians in the use of public computers and other electronic devices
  - Provides assistance in the use of the Internet, the online catalog, and databases to which the library subscribes.
  - Assist and advise customers with their use of library materials, including books, movies, music, media, and electronic resources
  - Monitor and address customer behavior to ensure a safe and welcoming environment
- This position would also work on the following (depending on previous experience):
  - Collaborate with colleagues in the planning, preparation, and execution of relevant and engaging children's programming
  - Works with area schools to develop partnerships
  - Responsible for maintaining the Children's and Pre-Teen collections in the library. (evaluation, weeding, and replacement of worn out or dated items)
  - Oversee Children's desk staff scheduling
  - Prepares monthly reporting
  - Prepares displays and bibliographies
  - Oversees the Summer Reading Program
- Performs other related duties as assigned in support of the Mission and Vision of the Library

### **Acceptable Experience and Training:**

- Master's degree in library science preferred. A combination of skills, experience, and abilities will be taken into consideration for this role. Candidates with experience in children's programming are encouraged to apply.
- Must be able to lift 20-25 lbs., bend, stoop, reach, push and pull loaded book carts.
- Proficiency with computers, technology, and the Internet.

- Flexible schedule; may work week days, nights, or weekends.

**Compensation:** Hourly support staff position; salary commensurate with experience and education level; 37.5 hours/week.

Full benefits package available