

## CHILDREN'S LIBRARIAN

### **Position Purpose:**

The purpose of this position is to perform responsible administrative, direct service and professional work in planning and conducting the activities of the South Berwick Public Library Services for Children; to encourage literacy in the community; and all other related work as required. The Children's Librarian is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Supervision:**

*Supervision Scope:* Performs varied duties requiring a thorough knowledge of departmental operations, the ability to exercise sound judgment and possess the initiative to independently perform duties, complete assigned tasks and analyze the facts or circumstances surrounding individual problems.

*Supervision Received:* Work is performed under the administrative direction of the Library Director. Employee generally establishes own work plan and completes work in accordance with established library policies with frequent communication with the Library Director regarding programming, and collection development. Only cases involving clarification of department policies and procedures are referred to supervisor. This position is subject to review and evaluation according to the Town's personnel plan.

*Supervision Given:* Has supervisory responsibility for various volunteers.

### **Job Environment:**

Work is performed under typical library conditions; the noise level is moderate at times. Library operating hours require evening and weekend work.

Operates computers, printers, facsimile machine, copier and other standard office and library equipment.

Has constant contact with the general public including children, young adults and parents, library staff members, staff of other libraries, local schools, media and community groups. Contacts are in person, and by telephone and email, involving an information exchange dialogue.

Errors could result in reduced levels of service and poor public relations, which could negatively impact the ability of the Library to attract patrons.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations 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.)*

Plans, organizes, and administers all aspects of the department. Promotes the library and reading through children's programming, services and collection development.

**Children's Programs**

- Plans and presents programs and activities for diverse age groups to encourage reading and stimulate use of the library including story time, summer reading programs, school tours, class visits, outreach programs, and special events.
- Extend and promotes library programs services and events by promoting through diverse media and outreach within the community and the schools.

**Staffs Children's Area Desk**

- Greets, assists, and refers library users according to their needs and performs a wide range of clerical public contact duties.
- Uses library automated circulation system to lend materials to library users including checking materials in and out, processing holds, registering borrowers, collecting fees, informing patrons of the status of their accounts, and conveying information about library policy. Opens and closes library building, prepares and counts money, keeps daily records of circulation and activities, answers telephone. Assists at main desk as needed.
- Instructs patrons needing help on library computers and database searching.
- Assists patrons using library equipment and performs basic maintenance on copiers, computers, and other devices as necessary.

**Children's Reference and Reader's Advisory**

- Assists children, parents and teachers on the selection of reading materials appropriate for their needs and assists in interpretation of library materials.
- Answers reference questions and conducts research as needed.

**Children's Library Collection:**

- In charge of children's materials budget.

- Selects materials by reading and evaluating reviews, patrons' requests, and popular trends.
- Evaluates and implements improvements in collection by adding, weeding and withdrawing as needed.
- Assists in cataloging and processing children's books.
- Shelves, reads, and organizes materials in children's collection.
- Evaluates children's services, implements improvements and writes procedures.
- Solicits donations
- Creates & maintains displays and develops bibliographies & brochures.
- Attends workshops, meetings and conferences as appropriate to maintain competency and currency in library science and children's services.

Performs similar or related work as required, directed or as situation dictates.  
Regular attendance and punctuality at the work place is required.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

Bachelor's degree; and/or related experience, in library settings, including experience with children's programs and library automation systems; or any equivalent combination of education and experience.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough working knowledge of library principles and procedures including evaluation of children's materials and collection development. Working knowledge of the Internet. Thorough knowledge of children's literature, related materials, child development and appropriate techniques in working with children. Familiarity with automated library systems and related applications. Knowledge of standard office procedures, practices, forms, and equipment. Requires a working knowledge of the principals and practices of professional library work and youth services in particular.

- Ability to give friendly, helpful service to children and families of all kinds.
- Ability to communicate effectively with patrons and staff.
- Requires a working knowledge of the principals and practices of professional library work and youth services in particular.
- Requires sound judgment, initiative, tact and courtesy, attention to detail, and the ability to work as a team with a small staff, making adjustments to best meet the needs of the patrons.

- Requires a thorough knowledge of children's literature and appropriate techniques for working with children.
- Must be able to work evenings and Saturdays.

*Skill:* Excellent customer service and public relations skills. Flexibility in order to adapt to constantly changing technology. Skills in operating above mentioned equipment.

Physical Requirements:

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. Regularly required to stand, walk, crouch, stoop, and sit; must be able to manipulate objects, tools, or controls, and be able to pick up and use paper, books, and other common library objects. Spends a large portion of shift standing and/or walking. Frequently lifts and/or moves objects weighing up to 30 pounds such as books, equipment, supplies, etc. Must be able to communicate. Vision and hearing at or correctable to normal ranges.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*