

LIBRARIAN

NATURE OF WORK

Serves as the head of a major section of the library. Plans, organizes and manages all aspects of the Children's section; may supervise paraprofessional, entry-level staff, and volunteers. Reports to the Director of Library.

EXAMPLES OF WORK PERFORMED

Assists in the development of library services for children. Plans, develops, and promotes the children's section of the library. Reviews community trends as they relate to library service, early childhood education and children's services. Participates in development and implementation of library policies.

PROGRAMMING: Plans, develops, and presents activities and programs for children, ages 0-12. These may include, but are not limited to Story Time, Wee Read (lap-sit program for children ages 0-3 & parents), and Summer Reading Program for children K-5th grades.

COLLECTION DEVELOPMENT: Maintains materials in assigned library collection: Reads reviews, selects and orders materials; creates displays; and weeds dated materials. Creates and maintains relationships with library vendors. Monitors budget for the children's section.

TEAMWORK: Promotes cooperation, collaboration, and coordination of effort between all sections of the Library.

PROMOTION: Creates, or assists in the creation of advertising materials targeted at children and their caregivers, which may include bookmarks, bibliographies, brochures, posters, pamphlets and handouts. May post promotional items to the Library's Facebook page, Twitter, or Pinterest pages. May do public speaking with community groups to inform the public as to the Library's Children's programming.

CUSTOMER SERVICE: Serves at circulation desk; provides basic and complex reference service; assists patrons with questions and may provide instruction in the use of various library tools and reference resources.

CONTINUING EDUCATION: Participates in the ongoing training and development of the children's section.

May open and close library; work evenings and weekends; perform other duties as assigned.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of modern librarianship and information science.

Ability to analyze, develop, and organize plans for improving library services.

Ability to utilize current technology and a variety of software programs.

Ability to determine materials to be acquired for and discarded from library collections.

Ability to prepare written and oral reports of library plans and services; skill in public speaking.

Ability to understand and carry out complex oral and written instructions.

Ability to establish and maintain effective working relationships with officials, employees, library patrons and the public.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to a Bachelor's Degree including coursework in Library Science and five years of library experience. A Master's degree in Library and information Science is preferred.

SALARY	A=\$1,692.75/2weeks to H=\$2,371.04/2 weeks
HOURS	40 Hours per week with Benefits
UNION	N/A
FLSA	Exempt/Salaried
OPENING DATE	7/20/2021
CLOSING DATE	8/20/2021

Revised 2021