

## JOB DESCRIPTION FOR THE CHILDREN'S LIBRARIAN

The primary responsibility of this position is the coordination and implementation of the Library's services for children, preschool through 6<sup>th</sup> 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 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:**

- Selecting children's books and materials
- Weeding the children's collection of old and/or outdated materials
- Planning, preparing and presenting weekly story times for children: baby through 2<sup>nd</sup> grade
- Planning, preparing and coordinating the Library's summer reading program
- Planning, preparing & implementing after-school, evening, &/or weekend programs for youth
- Assisting patrons in selecting appropriate reading material for young children
- Assisting students and parents in finding information and resources
- Conducting library tours for any interested groups and/or school groups
- Creating displays and bulletin boards in the Children's Area of the library
- Helping to develop fundraisers and find grant opportunities to purchase children's materials and fund children's programs
- Working with other staff members to create crafts and display items
- Exploring initiatives for promoting early childhood literacy – 1000 Books Before Kindergarten
- Working at the Circulation Desk when not otherwise engaged in other activities of this position
- Assisting patrons in locating materials
- Answering reference questions
- Promote community awareness of library resources, services and programs
- Miscellaneous other duties as assigned by the Director

### **Personal Qualities:**

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

### **Organizational Relationship:**

- This position reports directly to the Director. This position cooperates with other staff members to meet the needs of the public, community, and the Library.

**Educational Requirements:**

High School Diploma/GED required, preference to Associates Degree/Bachelor's Degree. A good knowledge of children's books and literature is a must and experience working with children is desired. Be willing to earn CE credits toward certification by the NE Library Commission (no cost) within a 3 year period after hire. Attend workshops/training as required by the position such as Summer Reading Workshop and Norfolk Library's Literature Festival.

**Necessary Knowledge, Skills and Abilities:**

- Good interpersonal skills and rapport with children and their caregivers.
- Ability to be an effective storyteller and program presenter.
- Ability to develop, prepare & implement programs for children, especially toddlers & preschoolers.
- Ability to plan, prepare and present age-appropriate craft activities.
- Knowledge of early childhood development, learning styles, and fundamentals of early literacy education.
- Ability to meet and interact with people in a friendly and professional manner.
- Ability to learn public library operations, policies and procedures.
- Ability to use the computer, computerized databases and related software and hardware.
- Ability to deal tactfully and courteously with the public, and with library staff and volunteers.
- Ability to work well as part of a team, generating and sharing in the enthusiasm for the valuable work of the library.

**TOOLS AND EQUIPMENT USED**

Phone system, computer, photocopier, and other various equipment necessary in the effective operation of the library, including Windows operating systems and library-related software.

**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 regularly required to sit, stand, climb, stoop, kneel, crouch, talk, hear, use hands to finger/handle/feel, reach with hands.

The employee is occasionally required to crawl and balance.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, 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 library work environment is usually busy and demanding. Children's programs are often noisy and crowded.

The employee must be able to exhibit strong interpersonal skills and be able to hold the attention of children and their caregivers while presenting an age-appropriate children's program. The employee must be able to work a flexible schedule of up to twenty-five hours a week which may include some evenings and Saturday.