

**Children's Librarian****Department:** Library**Reports to:** Library Director**Pay Grade** 9**Date:** April 2018**FLSA Status:** Non-Exempt**Salary Range** \$13.00 - \$17.59**JOB DESCRIPTION****Summary/Objective**

Under the direction of the Library Director, the incumbent is responsible for the Children's services, programs, and material collections for ages 0 to 12 (babies through sixth grade). The position is primarily responsible for developing, planning, organizing, implementing and maintaining comprehensive programs and literature collections for children, publicizing event and presenting programs for children, caregivers, parents, and families. Incumbent is accountable for accomplishing the Burley Public Library's goals and objectives, and for furthering City of Burley goals and objectives within general policy guidelines. Performs all other related work as required.

**Essential Functions:**

- Develop, plan, supervise and present library programs for children, caregivers, parents and families including instruction in the use of the library and resource and Science, Technology, Engineering, and Math (STEM) programming, exhibits, displays, library tours, guest presentations and other programs with general direction from the Library Director.
- Develop educational curriculum and produce publicity and materials for children and programs. Develop and maintain digital collections and digital connections such as programs for children, parents and caregivers.
- Encourage a love of reading to developing, promoting, executing, and evaluating programs for children and families of all ages, based on developmental needs, interests, and the goals of the library and community. Present a variety of programs such as storytelling, book talks, book discussions, STEM, puppet programs, parents' literacy programs both in the library and at other locations outside the library. Obtain skilled resource persons to presents programs when appropriate.
- Develop, promote, and maintain a balanced, relevant, and responsive children's collections and utilize tools as required to facilitate and encourage their use. Provide direct Reader's Advisory to children and parents using collections.
- Utilize effective public relations techniques and media contacts to publicize library activities. Collaborate with staff to maximize publicity efforts.
- Work with community members, civic groups, and volunteers to promote and execute library services and programs. Includes development of community partnerships and volunteers, Friends of the Burley Library book sales, fund-raisers, and additional library programs.
- Develop and maintain effective relationships with schools, community and business groups, and government and civic agencies.
- Advise staff of and seek staff support for programs and collection maintenance.
- Ability to correspond appropriately with others.
- Prepare statistical data, write reports, apply for and evaluate grants.

**Competencies:**

1. Problem Solving/Analysis.
2. Communication Proficiency. (Written and Verbal)
3. Strong Organizational skills.
4. Technical skills.
5. Stress Management/Composure.
6. Teamwork Orientation.

**Supervisory Responsibility**

Incumbent provides support to Young Adult Librarian with some programs and program duties intended for school-age children to be performed by both Children and Youth Librarians. Provides direct supervision to library staff and volunteers assigned to this area's services. Expected to be a leader within the organization.

**Work Environment**

While performing the duties of this job, the employee will be continually using stairs to the basement, moving, standing, walking, bending, squatting, crouching, stooping, and reaching in multiple directions (up to 80-90% of the shift), inside and outside the library. Work area space is limited. Must be able to maintain a professional demeanor while dealing with customer behaviors such as children crying or teenage activities.

**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.

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit use hands to finger, grasp, handle, feel or operate objects, tools, or controls, talk and hear. Hand-eye coordination necessary to operate computers and various office equipment. The employee is occasionally required to climb, balance, stoop, crouch and use stairs. The employee is required to regularly input data and to read information from computer monitors. The employee must occasionally lift and/or move up to 60 pounds.

**Position Type/ Expect Hours of Work**

This is a part-time position. Shifts usually range about 8 to 4 hours per day, usually 4 days per week. Shifts include some mornings, some evenings, and some Saturdays. Hours of operation are 9:30 AM to 7:00 PM and vary Monday through Saturday. Periodically employees are asked to attend special meetings which usually last 1 to 2 hours.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel will be expected.

**Required Education and Experience**

A High School diploma. General College Courses required. Experience with children and children's programs given preference. Knowledge of Children's Literature and Young Adult Literature. Knowledge of software applications and emerging technology as it applies to education and children and the community at large.

**Preferred Education and Experience**

Bachelor's degree in Library Science or Education preferred. Experience with young adult and adult programs given preference. Knowledge of Young Adult literature and Children's Literature. Knowledge of software applications and emerging technology as it applies to young people and adults and the community at large.

**Additional Eligibility Qualifications**

Basic library and office practices and procedures, including filing and operation of Windows software environment, Excel spreadsheet, computer entry, word processing, phones, fax, scanner, and copy machines and understanding a database environment. Correct Spanish usage, including spelling, grammar and punctuation a plus. Able to meet special requirements for confidentiality. Time flexibility to accommodate different work shifts highly desirable.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

I understand and can perform the essential job functions of this job with or without reasonable accommodations.

Yes       No