

Job Title: Children’s Librarian	Department: Administration
Classification: Librarian I	FLSA Status: Exempt
Reports to: Assistant Director	Supervises: None

Primary Duties

- Work closely with all branches to plan, develop, and promote comprehensive library services and programs system wide for children, with a primary focus on patrons ranging in age from infants through elementary school.
- Collaborate with branches and departments to develop new programming and to evaluate and refine existing activities.
- Provide professional support, guidance, training and evaluation of children’s staff.
- Assist children’s staff with planning and problem solving.
- In coordination with the branches, the Adult Programming and Outreach Coordinator, and other departments, seek out, develop and perform outreach activities with local daycares, preschools, elementary schools, community centers, and other organizations associated with children’s services.
- Design, implement, and evaluate special programs and activities, (both in the library and in the community) for children, based on their needs and interests.
- In collaboration with the Assistant Director, Teen Services Librarian, Adult Programming and Outreach Coordinator, and other library departments; prepare for and promote the annual Summer Reading Program, Children’s Book Week, and other library activities and services for a diverse range of ages and interests.
- Develop and maintain the children’s library collections by selecting materials including books, print resources, databases, audio visual materials and digital resources within the parameters of the library’s collection development policy. This includes processing patron requests for consideration in a timely manner.
- In accordance with the library’s collection development policy and in coordination with the Technical Services Librarian and the branch supervisors, perform weeding and deselection duties of the children’s collections.
- Be a liaison for the library to local educators, groups, agencies.
- Promote, publicize, represent and be an advocate for children’s services and the library to the community and local agencies in cooperation with other library departments.
- Compile departmental reports and statistics as needed.
- Work with library administration to seek supplementary funding to enhance library services, including, but not limited to, state and federal grants.
- Attend and participate in staff meeting discussions, including but not limited to all-staff meetings and regularly scheduled librarian and supervisor meetings.

- Stay abreast of current trends and issues in library science and children’s programming and services by attending professional library conferences, seminars, webinars and other continuing education opportunities and by reading the current library science and children’s literature.
- Obtain and retain memberships in applicable professional associations.
- Assist with administrative projects as needed.
- Work cooperatively and in professional harmony with staff members, administrators, and the community.
- Follow all library policies and procedures.
- Perform other duties and assignments as required.

Education, Experience, and Training

- Master’s Degree in Library and Information Science from an institution accredited by the American Library Association. Experience in a public library setting with minimum of three years related job experience preferred.

Knowledge, Skills, and Abilities

- Highly developed interpersonal skills, including the ability to establish and maintain effective and positive working relationships with library personnel, patrons (particularly children and their parents/guardians), other professionals who work with children and community partners.
- Enthusiastic about children’s library programs and services and the ability to motivate and spark excitement in staff and patrons.
- Communicates effectively orally and in writing with a demonstrated ability to speak in public to both small and large groups.
- Detail-oriented with a demonstrated organizational ability, including the ability to successfully manage multiple projects with tight timelines, schedules, and deadlines with little supervision.
- Excellent keyboarding skills using a current version of Microsoft Word, Excel, Outlook, PowerPoint and Publisher.
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
- Maintains current knowledge of popular and new materials, services, technology, and library trends relevant to children.
- Ability to translate children’s needs and interests into effective library services and programs.
- Demonstrated knowledge and experience in children’s programming, particularly in a public library environment.

Hours and Working Conditions:

- Regular work schedule is 8:30am – 5:00pm Monday through Friday but some weekend and evenings will be required.
- Ability to lift and move items and materials up to 40 pounds in weight.