



North Shore Library Job Description Children's Librarian

Position Title: Children's Librarian

Position Status: Part-time 20 hours per week

Supervisor: Head of Youth Services

Service Commitment

The North Shore Library is committed to providing the highest quality of service to both internal and external customers. To achieve this level of service, employees are expected to be knowledgeable, competent, dependable, and courteous in the performance of their job responsibilities and to work cooperatively with other employees. The North Shore Library is a dynamic work environment requiring employees to be adaptable.

General Statement of Duties

The part-time 20 hour Children's Librarian works under the general supervision of Head of Youth Services. This position performs complex and technical professional library work relating to the planning of library services to children and young adults at the North Shore Library. This includes organizing and maintaining the children's collections; developing and implementing a wide variety of children's and family programs; and the provision of reference and reader's advisory service to all ages.

Job Responsibilities

1. Selects materials for purchase for children and young adults as assigned by Head of Youth Services.
2. Maintains the children's and young adult collections by regular examination and by periodic weeding.
3. Catalogs and performs data entry for ordered materials.
4. Prepares information about Children's Services to include in monthly e-newsletter, calendars, Facebook, Instagram, and on the library's website.
5. Coordinates program planning and scheduling, considering patron and library needs.
6. Provides outreach efforts to local K-12 schools and other organizations.
7. Assists children and adults in the use of the library and its resources, including computers, databases and e-resources.
8. Assists parents and other adults in selecting appropriate children's materials.
9. Assists with creating and maintaining booklists, displays and other reader's advisory tools.
10. Prepares and presents programming to support life-long independent reading and learning, literary appreciation, and sound information research skills, including the following: Summer Reading Program, preschool storytimes, book clubs, STEM classes,

teen programs, Outreach events in schools, daycare facilities and community outreach events.

11. Recommends Children's Room policies and procedures to the Head of Youth Services.
12. Actively maintains an up-to-date knowledge of children's services, children's literature, and current trends in children's services through the reading of professional journals and attendance at relevant MCFLS workshops and other continuing education opportunities.
13. Supervises volunteers.
14. Follows and enforces library policies and procedures.
15. Performs other duties as assigned.

Qualifications

The requirements listed below are representative of the knowledge, skill, and abilities necessary to successfully perform the essential duties and responsibilities of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

1. American Library Association accredited Master's degree in Library Science.
2. Prior experience working in a Children's Department at a Public Library preferred
3. Experience providing programming for Children preferred

Knowledge, Skills and Abilities:

1. Ability to develop a strong awareness of local needs and interests and to apply that knowledge in the selection of library materials and the development of library programs.
2. Ability to work comfortably with patrons of all ages and backgrounds.
3. Above-average communication skills, appropriate to a position requiring both people and content management, as well as marketing and promotion.
4. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
5. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with direct reports, the public, and peers.
6. Friendly and helpful manner, appropriate to a position where constant public contact is involved and the maintenance of good public relations is essential.
7. Understanding of basic library principles, procedures, technology, goals, and philosophy of service.
8. Strong understanding of computer technology, databases, social media tools and software; including thorough knowledge of Microsoft Office products.
9. Ability to learn pertinent computer programs and to effectively use them to perform assigned duties.
10. Ability to operate all items listed under Tools and Equipment Used.

11. Ability to effectively present information and respond to questions from individuals and groups.
12. Initiative, ability to work both independently and as a team member.
13. Promptness, reliability, able to maintain good attendance record.
14. Knowledge of English grammar and spelling.
15. Ability to comprehend and effectively follow instructions received both verbally and in written form.
16. Ability to work well under pressure and handle fast paced, stressful situations.
17. Ability to interpret technical regulations, policies and instructions.
18. Analytical Skills: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information, resources available when making decisions.
19. Planning and Organization Skills: Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
20. Problem-Solving Skills: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; and refer problems to the Library Director when necessary.
21. Ability to exercise judgment and reasoning in enforcement of policies.
22. Communication Skills: effectively communicate ideas and information both in written and verbal form.
23. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator and understand a financial spreadsheet
24. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
25. Time Management: set priorities in order to meet assignment deadlines.
26. Alphabetical/Numerical Ability: effectively arrange materials in appropriate order.
27. Ability to handle collection of money and make change.

Physical Demands:

1. Majority of work time is standing, walking, and reaching in front of body.
2. Bending, twisting, stooping and reaching overhead with simultaneous use of hand, wrist, and fingers.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. High use of Computer Screen.
5. Fingering: keyboarding, writing, and processing (applying labels, tags, barcodes, book covers).
6. Lifting and carrying: 20 pounds or less.
7. Pushing and pulling: objects weighing 300 pounds on wheels.
8. Mobility: travel to Village Hall and elsewhere outside the library.
9. Talking and hearing ordinary conversation in person or on the phone in a quiet and sometimes noisy environment.

Work Environment

1. Inside work environment.
2. Frequently dusty work conditions.
3. Exposure to environmental factors: repetitive motions of using computer keyboard and picking up and setting down books.
4. Noise level is moderately quiet.
5. Work hours include weekdays, evenings and weekends.

Tools and Equipment Used

Automated shared resource system (CountyCat and Sierra), networked personal computer and peripherals, mobile devices, printers, e-readers, wireless router, copier, scanner, projector, telephone, cash register.

The duties listed 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.