

Job Title: Children's Services Librarian

Direct Supervisor: Children's Services Manager

Job Classification: LG3

FLSA Status: Non-Exempt

Core Functions:

- Effectively assist children and their caregivers in the use of the Library
- Proactively provide Reference and Reader's Advisory services to children and their caregivers
- Develop, plan, and implement story sessions and other informational/recreational programs for children
- Help and instruct patrons in the use of Library technology, services, and equipment; trouble shoot equipment problems
- Develop and maintain assigned sections of the Library collection
- Participate in Library community outreach; initiate and maintain community contacts (including school librarians); plan and implement appropriate programming
- Monitor patron behavior on Library property and enforce Library policies
- Other related duties as assigned

Knowledge and Skills:

- Knowledge of the principles and practices of Library Science, reference information sources, and methods & techniques used in building Library collections
- Ability to evaluate the informational and recreational needs of patrons via reference interview
- Knowledge of children's Library materials in broad subject areas
- Presentation skills and the ability to engage with both live and virtual audiences
- Basic knowledge of infant and child development; understanding of developmentally appropriate practices and current trends in children's services
- Ability to effectively multitask while providing a high level of customer service
- Ability to interact with a diverse public and staff effectively, using tact and good judgement
- Technology skills, including but not limited to Windows, Microsoft Office Suite, various web browsers, and social media
- Ability to analyze community information and materials needs, and to make appropriate recommendations to management
- Ability to organize tasks and make responsible decisions, and to work with minimal supervision

Qualifications:

- Master of Library Science Degree from an ALA-accredited college or university OR Bachelor's Degree in a related field and significant applicable work experience
- Experience working with the public and a proven record of providing excellent customer service
- Strong oral and written communications skills
- Computer experience, including but not limited to Microsoft Office Suite and various web browsers
- Awareness and appreciation of cultural diversity within the community

General Requirements:

- Have and maintain good interpersonal and communication skills
- Maintain a tolerance and sensitivity to the needs of Library patrons and staff
- Maintain a positive attitude and work cooperatively with others
- Know and enforce Library policies and procedures
- Support the Library's mission within the Library and the community
- Be flexible with regards to scheduling
- Be in adequate physical condition to fulfill job requirements