

# CHILDREN'S LIBRARIAN

Reports To: Community Library Director	Department: Library
FLSA Classification: Non-Exempt	Grade: 11

**JOB SUMMARY:** (What is done and why.)

Performs professional services in planning, implementing and managing a comprehensive program of children's library services to the South Burlington community and related work as required.

**ESSENTIAL FUNCTIONS:** (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Works collaboratively with the Library Director and other personnel as necessary to plan, schedules, organize, implements, and oversee children's library services and programs.
2. Selects parenting information resources and plans parenting programs.
3. Assists children and their parents in the location of print and non-print material for school assignments and recreational reading.
4. Maintains the library's children's collection in proper order; directs students, employees and volunteers in shelving books and shelf-reading the collection.
5. Works collaboratively with local school teachers and librarians, homeschool parents and conducts outreach activities to schools, daycares, pre-schools, and other organizations. Plans, conducts, and organizes Bookmobile visits during the summer months to area neighborhoods and summer children's programs.
6. Assists Library Director in securing grants for Children's Programs, and participates in fundraising efforts.
7. Reviews and selects materials for purchase for the Children's Collection, the Bookmobile, and Parenting collection.
8. Uses the computerized system to check materials in and out at the Circulation Desk, registers new patrons.
9. Assists Library Director with grant-writing and fundraising activities.
10. Answers questions and responds to inquiries for information from the general public, directly and by telephone, providing information and making referrals as necessary.
11. Assists patrons with reading selections, research and reference questions using a variety of sources – books, online periodical databases, the Internet, CD-ROMS, etc. and in the use of library computers and equipment.
12. Enforces library rules and regulations in an appropriate manner.
13. Prepares books and A-V materials for circulation using the automated system to generate MARC cataloging records and performs other operations necessary to prepare books for circulation.
14. Assists in keeping the community at large, library patrons and staff informed about current library children's programs and leisure reading resources.
15. Performs routine Circulation Desk duties as necessary.
16. Supports the coordination of activities between all the staff and other departments within the City and performs other necessary tasks or functions as is necessary to accomplish City and Department goals and objectives.

**KNOWLEDGE AND EXPERIENCE:** (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

1. Bachelor degree, two years experience in a library or a combination of comparable education and experience.

2. Prior experience in children's library program planning and a broad knowledge of library administration and operations, children's books and non-print materials.
3. Demonstrated ability to relate appropriately to library patrons of all ages;
4. Demonstrated ability to effectively answer patron questions and phone inquiries.
5. Working knowledge of library procedures and reference materials, including all systems and procedures for maintenance of library collection.
6. Demonstrated ability to use computers and library related software and applications.
7. Demonstrated ability to establish effective working relationships with employees and the general public.
8. Demonstrated ability to deal respectfully and successfully with patrons, including students of varying age, members of the general public, City and School personnel, Trustees and various outside organizations.
9. Demonstrated ability to communicate effectively verbally and in writing.

**WORKING CONDITIONS:** (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

**Internal-** Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level fluctuates and includes sounds of children and families and normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties. Work involves interaction with members of the general public who may be unruly, impolite, etc., addressing behavioral issues of high school students and children of varying ages and risks associated with adolescents. Work occasionally involves exposure to safety concerns typically associated with dealing or addressing members of the general public in a community setting.

**External-** Work includes frequent travel to community areas for outreach activities.

**PHYSICAL DEMANDS:** (The physical effort generally associated with this position.)

Work involves standing and walking for extended periods of time, but some duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer screen. Exerts frequent physical effort in performing duties, including common physical demands associated with working closely with children of all ages, standing at the Circulation Desk for two hour shifts; bending, kneeling, and reaching overhead while shelving books, carrying and lifting up to 40 pounds, and pushing book carts. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur.

**SUPERVISED BY:**

Supervision is received from the Library Director.