

JOB TITLE: CHILDREN'S LIBRARIAN

CLASSIFICATION: Full-Time Regular

NATURE OF WORK: Has major responsibility for developing and coordinating library programs for children and young adults for the library system.

EXAMPLES OF WORK PERFORMED: Plans, supervises and participates in programming library and reading activities for children and young adults throughout the county; keeps records of programming activities and makes regular reports to Director as required; works as a community advocate for children and their needs; works with school librarians, teachers, and community organizations to promote awareness and use of the library, particularly by children and young adults; reviews children's and young adult's book collections to determine the need for new materials and for the repair or discard of existing materials; assists with book selection for children's and young adult's materials; analyzes needs and makes recommendations concerning children's and young adult's collection development and outreach services for youth. Keeps abreast of trends and developments in library service to children and young adults and in other areas of concern to parents and young people; and other duties as assigned.

SUPERVISION: The Children's Librarian works largely without direct supervision. Supervision, when needed, comes from the Director and takes the form of an occasional review of his/her works for accuracy and output.

EDUCATION AND EXPERIENCE: College degree in a field relating to the position as described, fifth year in library science, and/or previous experience in libraries or related field desirable. MLS preferred.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of early childhood and young adult fields, children's and young adult's literature. The ability to assimilate library theories and practice are necessary. The ability to establish rapport and understanding with children and young adults and parents, to speak and write effectively and deal pleasantly with staff and the general public are essential.

MOBILITY AND PHYSICAL REQUIREMENTS: Must be able to bend, reach and lift 30 lbs. Must have a valid driver's license and be able to attend outside meetings. Must be able to occasionally travel overnight for conferences. Must be able to see and work with documents of various types.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.