**Title**: Children’s Librarian

**Department**: Children’s Services

**Classification** **(Status)**: Grade V (Non-exempt)

**Immediate Supervisor**: Head of Children’s Services

**Position Summary**:

A professional position responsible for the provision of reference, readers' advisory services, and development of the children’s materials collection. Presents and coordinates library sponsored learning experiences for children, families, and the community.

**Qualifications**:

* MLS degree or recognized equivalent
* Familiarity with children’s literature, both classic and contemporary
* Knowledge of library philosophy, services and processes including but not limited to reference methodology, readers assistance, selection of materials, cataloging and classification
* Experience leading and/or coordinating instruction for youth required
* Previous work in a public library desired
* Current technology skills, including but not limited to Internet research, ability to work with various file formats, familiarity and ability to troubleshoot in Windows, Apple, and Android OS

**Essential Job Responsibilities**:

* Provides professional reference and reader’s advisory services utilizing electronic and print resources.
* Provides instruction and assistance to patrons using library equipment and resources
	+ Assists patrons with use of computers and other technology, including instruction on using the library’s digital resources and assistance with library equipment.
* Provides education, instruction, and entertainment by presenting and coordinating classes and events both onsite and offsite
* Retains working knowledge of all resources and services available through the library
* Selects and maintains a designated area of the library collection.
* Creates displays, bibliographies, web pages and/or online tools, and other aides for the public which promote or facilitate use of the library.
* Performs duties necessary for day-to-day library operations
	+ Keeps public areas, including service desks, organized and tidy
	+ Maintains and troubleshoots library equipment in the course of day to day library operations.
	+ Uses various reporting tools to collect necessary statistics
* Represents the library at pertinent professional, educational, and community activities.
* Participates in job-related professional organizations and education to build skills and enhance the services of the library.
* Performs other duties as needed.

**Physical Requirements:**

* Must be able to move with patron throughout the building to provide, explain, and interpret resources.
* Must able to bend and reach to access and move materials on upper and lower shelves and to push a loaded book cart.
* Vision for near and far

**Basic Requirements for All Library Employees:**

* Commitment to provide excellent service to all library patrons
* Commitment to create and maintain positive working relationships with staff
* Ability to exercise good judgment at all times
* Ability to work independently and accurately with details
* Ability to communicate effectively and clearly in the English language
* Working knowledge and adherence to library policies and procedures
* Working knowledge of personal computer, mouse, keyboard, telephone, fax, printers, scanners, and copiers