

WASHINGTON COUNTY
Job Description

JOB TITLE: Children's Librarian

Exempt (Y/N): No

DEPARTMENT: Washington County Library System

DATE REVISED: August 2011

SUPERVISOR: Library Director

SUMMARY:

Under the general direction of the Library Director, provides children's services to the rural libraries in Washington County. Services include preschool programming and summer reading programming for elementary grades, school-year programming for teens, and outreach services to rural Head Starts and ABC Preschools and other community programming as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Plan and prepare appropriate programming for seasonal weekly preschool programs at seven public libraries. Preparation includes coordination of scheduling with librarians and teachers, book selection and designing and producing materials for theme-related craft activities, in addition to preparing stories, puppet shows, and or storyboard presentations. Plan and prepare monthly school year programming for teen book club meetings at five public libraries. Preparation includes compilation of bibliographies, questionnaires and activities to promote discussion of the selected topic. Plan and prepare weekly summer reading programs targeted at school-age children at seven public libraries. Summer reading programs are designed to keep school-age children reading and interested in books during the summer months. Preparation includes research of theme-related materials, scheduling of professional presenters and preparing theme-related stories and activities.
2. Provide statistical reports to the Director on programming contacts and other various activities.
3. Provide routine informational and reader advisory services.
4. Provide assistance to readers in the use of computerized library catalog and indices.
5. Plan create and conduct programs for children and teens to encourage reading, viewing, and listening as well as the use of library materials and facilities.
6. Confer with teachers, parents, and community groups to assist in developing programs to encourage and improve children's communication skills and provide additional programming as requested by the libraries.
7. Handle all aspects of scheduling and advertising to promote upcoming programs including designing and creating flyers and posters and delivering them to schools and libraries.
8. Lead meetings with member librarians to plan additional services to children. Assist with the planning, documentation and development of these services-including offering consulting and support to librarians with their own programming.

9. Handle packing and processing of books for delivery as needed.
10. Perform courier/delivery duties weekly.
11. Perform associated duties as required.
12. Maintain regular job attendance.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in education or related field is required. Two or three years experience working with children is necessary. Valid driver's license is also required.

OTHER SKILLS and ABILITIES:

Incumbent must possess excellent interpersonal skills when dealing with children and the public. The employee must be organized and able to work with numerous interruptions. Excellent computer skills are needed. Problem solving, analytical ability and dexterity are also required. Musical and artistic ability are strongly preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear; use hands to fingers, handle or feel objects. Also, the employee must climb ladders, reach with hands and arms, and stoop, kneel, or crouch. Specific vision required by this job include distance and close vision and the ability to adjust focus.

The employee must be able to lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Must be able to lift and move book boxes.