

LIBRARIAN II (Children's)

FLSA Status – Non-Exempt

EEO Code – B/Professionals

Class Code – E243

GENERAL DESCRIPTION OF THE DUTIES

This position provides professional library services associated with reference, reader's advisory, age appropriate story times, literacy activities to children and families, and collection development for the youth services area of the Library.

SUPERVISION RECEIVED

This position receives direct supervision from the Children's Librarian and may receive assignments and direction from higher classification Library staff.

SUPERVISION EXERCISED

Supervision is not a normal responsibility of this position. This position may provide training and orientation to newly assigned personnel and volunteers on Library policies and practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Provides reference services for children which include conducting reference interviews, conducting research, performing on-line searches, directing customers to appropriate internal or external sources, matching interest and abilities to library materials, and compiling book and web site lists, bibliographies, and other resources.
2. Acts as liaison between the Library and community agencies that provide services to children.
3. Instructs children and adults in the use of library materials and technology, the organization of the library, and the use of computer systems, including full-text databases and Internet searching, other computer applications, and Internet access. Troubleshoots basic computer problems.
4. Assists in planning and executing children's programming, including but not limited to story hours, special events, the summer reading program, book talks and other events targeting children and their families.
5. Promotes Library services to the community using appropriate media, and schedules and conducts tours for individuals and school classes
6. Provides general information to patrons regarding Library procedures and programs.

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7. Assists the Children's Librarian with collection development.
8. Opens and closes the Children's Room as required, turns on/off equipment, and assists in setting up displays.
9. Selects, prepares and reserves materials as requested by groups or individuals, compiles bibliographies on selected subjects for patrons and homework help.
10. Writes book reviews for local newspaper, as required.
11. Performs work in accordance with federal, state, City, and Library employment and safety laws, rules, and standards.

OTHER JOB FUNCTIONS

1. Provides assistance in other Library areas based on workload needs.
2. Maintains proficiency by attending workshops and conferences, working on City and professional committees, reading materials, and meeting with others in areas of responsibility.
3. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of library science and the philosophy of public library service to children;
- Basic library reference services practices and procedures, collection management and development;
- Principles of customer service; and
- Knowledge of computer applications in a networked environment, the Millennium integrated library system, bibliographic and full-text database searching, Internet searching, word processing and basic troubleshooting;
- Stages of child development and Early Literacy theory and practice.

Skills in:

- Developing library story times;
- Multi-tasking;
- Conducting reference interviews to understand age appropriate informational and recreational reading needs; and
- Communicating effectively with others from diverse backgrounds.

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Ability to:

- Establish and maintain effective working relationships with the general public, local officials, and other employees; and
- Maintain confidential and sensitive information.

EDUCATION AND EXPERIENCE

Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities is qualifying. A typical way to qualify would be a Bachelor's Degree in a subject area including college level coursework in library and/or child development, and at least 2 years of responsible work experience involving extensive public contact.

DESIRABLE EXPERIENCE, TRAINING AND LICENSES

A Bachelor's degree in an area targeting children and literacy is preferred. Fluency in English is required and Spanish is preferred for some positions.

PHYSICAL DEMANDS

While performing the duties of this position, an employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and visual acuity. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as a computer, calculator, and standard library or office equipment. Qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential functions of this position.

WORKING CONDITIONS

Usual library environment

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94

Revised: 12/99

Revised: 05/00

Revised: 05/01

Revised: 3/10