

Job Description

Job title: Librarian 1, Children's Services

Department: Learning and Information Systems

Exempt No

Salary grade: G

Reports to: Program and Children's Services
Manager

Supervisory responsibilities? No

Essential competencies that apply to all library employees:

- Demonstrate enthusiasm for providing service excellence.
- Show commitment to customer satisfaction.
- Develop and maintain positive relationships with internal and external customers.
- Represent the library in a positive and ethical manner.
- Work cooperatively with managers and co-workers.
- Show a capacity for grasping concepts and ask questions to gain further understanding.
- Communicate effectively orally and in writing.
- Complete work assigned on time and to the defined quality.
- Demonstrate prompt and regular attendance.
- Comply with library policies and operational procedures.
- Show that essential job functions can be performed with little or no supervision.
- Show flexibility and adaptability.
- Show initiative by acting independently to provide solutions to problems, seek additional responsibilities, and practice self-development.
- Comply with safety and security standards; keep workplace safe and clean.

Essential duties:

- Plan and present quality storytimes, clubs, events, outreach and tours for children birth through elementary grades.
- Provide reader's advisory at public service desks and writing reader's columns for the local newspaper.
- Assist with or present programs or outreach for teens or adults as assigned.
- Provide customer service at library service points.
- Assist customers in finding materials and provide reader's advisory.
- Keep collections and spaces orderly and neat by cleaning and straightening, creating displays and interactive activities, and shelf reading.
- Complete or assist with routine tasks, staff assignments, special projects and programs as assigned.
- Assist with training coworkers.
- Uphold values of patron confidentiality, intellectual freedom, and accessibility.
- Provide equitable services to all users.

Job Description

Education and formal training:

Required: High School diploma or equivalent

Preferred: Library training, teaching experience or related experience

Experience:

Required: One year working with children, one year library experience

*A combination of training and experience which provides the required knowledge, skills and abilities to successfully perform the job **may** be considered.*

Special knowledge, skills, and abilities:

- Ability to communicate and interact positively with children.
- Ability to perform in front of small or large groups.
- Ability to use library resources, materials and equipment.
- Knowledge of children's literature.
- Knowledge of child development and education.
- Ability to drive a library vehicle to offsite locations

Budgetary responsibilities: None

Physical and Environmental Factors:

- The duties of this job include physical activities such as climbing, balancing, stooping, kneeling, crouching, standing, reaching, walking, pushing (up to 150 pounds on a cart), pulling (up to 150 pounds on a cart), lifting (up to 20 pounds), grasping, feeling, fingering, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance, and peripheral vision: depth perception; and the ability to adjust focus.
- Environmental factors include frequent distractions, unpleasant social situations such as irate or disturbed individuals, and the performance of repetitive motions and activities.

Equipment operation: Standard office equipment including but not limited to computer, tablet, printer, copier, fax, and phone.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments may be changed at any time as required by business necessity.

A criminal background and reference check is required for all library positions.