



## **Position Description**

**Title: Children's Librarian**

**Department: Library**

**Union: General Unit (AFSCME)**

## **POSITION SUMMARY**

Performs responsible supervisory, administrative, and professional work in planning, organizing, and coordinating all activities of the Library Children's department relating to programming, collection management, reference and reader's advisory services for children and their care providers/families. Performs all other related work as required.

## **SUPERVISION**

*Received:* Works under the broad policy guidance and direction of the Library Director.

*Exercised:* May supervise volunteers, as assigned.

## **KEY RESPONSIBILITIES & ESSENTIAL FUNCTIONS**

### ***Service***

- Supervises the Children's Room, which includes being aware of and involved in all aspects of the department, including day-to-day operations, customer service, and any activities and routines throughout the day.
- Maintains regular, predictable, and reliable attendance.
- Ensures a safe, welcoming, and inclusive children's area.
- Serves and communicates with library patrons in locating materials and utilizing library services, including but not limited to answering reference questions, conducting reader's advisory, and assisting with technology matters.
- Emphasizes quality, productivity, and efficiency.

### ***Programming***

- Plans and leads all children's programs including story times, educational programs, and special events for children and families;
- Promotes early literacy and lifelong learning through age-appropriate program design.
- Creates engaging displays and materials to highlight children's resources and seasonal activities in the Children's Room.

### ***Collection Development***

- Develops, evaluates, and maintains the children's collection, including books, media, equipment, and digital resources.
- Stays current on trends in children's literature and youth services. Improves the collection through strategic and informed purchasing. Inspects new collection material upon arrival for quality and financial control purposes.
- Evaluates materials for quality and currency, removes outdated or unused materials as needed and subject to Library Director approval.

## ***Outreach***

- Collaborates with schools, community organizations, and caregivers; provide outreach programming to local schools and educational groups; provide advisory services to educators, parents, and organization leaders.
- Disseminates information about and publicizes children's events and programming through social media, online calendars, flyers and brochures, and public speaking.

## ***Communication and Collaboration***

- Regularly consults and meets with fellow staff members regarding issues related to the Children's Room and the library.
- Communicates effectively with staff and the public to ensure clarity, consistency, and understanding of plans, policies, and procedures.
- Prepares reports and maintains operational and statistical records; oversees relevant overdue notices.
- Maintains involvement in professional development and stays abreast of current trends in and impacts on library services by reading new literature, engaging in listservs, attending workshops, meetings, conferences, etc. at the regional, state, and national level.
- Recruits and trains volunteers to help with daily routines, story hours, and programming.

## **REQUIRED QUALIFICATIONS**

### ***Education and Experience***

- Bachelor's degree from an accredited college or university in library science, liberal arts, public administration, education, or a closely related field; or
- Minimum of three (3) - five (5) years of progressively responsible experience in library operations; or
- Any equivalent combination of education, training, and experience that demonstrates the knowledge, skills, and abilities necessary to perform the duties of the position.

### ***Necessary Knowledge, Skills, and Abilities***

- Considerable knowledge of modern library systems and youth services, or the ability to quickly learn and adapt to library processes and technologies.
- Familiarity with library collection classification and selection tools or demonstrated aptitude for organizing information and managing collections or databases.
- Working knowledge of library equipment and office management principles, or transferable experience in office procedures, data entry, and general administrative tasks.
- Skill in operation of listed tools and equipment and willingness to learn new systems.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with patrons, staff, and the public.
- Experience working with children of a wide range of abilities and needs, or strong interpersonal skills and a quick ability to engage and support young learners.

## **ADDITIONAL/DESIRED QUALIFICATIONS**

- Experience working with children in a library, school, or educational setting.
- Strong communication and interpersonal skills.
- Demonstrated ability to plan and lead engaging group activities.
- Knowledge of children's literature and early literacy principles.
- Comfort with technology and digital resources.
- Ability to provide excellent customer service in a public setting.
- Master of Library Science (MLS) degree from an accredited college or university.

## **WORK ENVIRONMENT**

- Public library setting with frequent interaction with children and families.
- Some evening and weekend hours are required.
- Noise level is generally quiet, but public events often increase ambient noise.
- Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

## **PHYSICAL DEMANDS**

- Regularly required to walk, sit, and communicate effectively through talking and listening.
- Occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; and climb, balance, stoop, kneel, crouch, or crawl.
- Occasionally, required to lift and/or move up to 25 pounds.
- Visual requirements include the ability to see clearly at close and long distances, color vision, detection of peripheral movement, depth perception, and the ability to adjust focus as needed.

## **SPECIAL REQUIREMENTS**

- Valid Maine State Driver's License or the ability to obtain one.

## **TOOLS AND EQUIPMENT USED**

- Library computer systems, personal computers (including word processing and database management software), calculator, copy and fax machines, telephones, and automobiles.

## **COMPENSATION AND BENEFITS**

- Hourly pay range: \$22.49 - \$25.45, depending on experience.
- Comprehensive benefits package including health insurance, MainePERS retirement, paid sick leave, and paid vacation.

## **IDEAL CANDIDATE**

- Enthusiastic and creative professional with a passion for children's services.
- Inspires curiosity and a love of reading in young patrons.
- Friendly, approachable style with strong knowledge of children's materials.
- Demonstrated ability to design engaging programs, events, and displays that appeal to children and families.

## **SELECTION GUIDELINES**

- Formal application, rating of education and experience, oral interview, background checks, and reference checks.
- Job-related tests may be required.