



JOB DESCRIPTION

Job Title: Children's Librarian

Relationships

Reports to: Director

Subordinate Staff: Part-time staff; Library pages; Interns; Volunteers:

Job Summary

Under the supervision of the Library Director, the employee is responsible for the Children's Department and its programs. The employee assists the Director in collection for the department and maintains materials used with children and young adults. The employee is responsible for story-time, the summer reading program, and planning special programs for children and teens throughout the year. The employee must be able to prepare and issue flyers suitable for print and social media and press releases as needed. This position requires the employee to assist with all of the general aspects in the Children's Department and library. The employee needs to be highly self-motivated, creative, and flexible with the ability to prioritize tasks and work independently. The position also requires the employee to assist patrons in the Genealogy Department when the Genealogy / Children's Library assistant is out of the library.

Responsibilities

1. Manages the Children's Department
2. Considerable knowledge of children's literature and materials
3. May catalog children and adult materials
4. May catalog adult books and audiobooks
5. Selects materials in the Children's Department for repair
6. Evaluates children and young adult collection and weeds as necessary
7. Assists with collection development for the Children's Department
8. Assists in the training of new employees in library routines, policies, and procedures
9. Serves as a liaison between the school system and the library
10. Plans the summer reading program
11. Keeps statistics for program attendance
12. Prepares displays and bulletin boards for the Children's Department
13. Decorates one front window display monthly
14. Assists Director in handling policy issues in relation to the Children's Department
15. Assists in designing and ordering promotional materials
16. Assists the Director with community partnerships
17. Answers general library questions
18. Assists patrons in finding materials
19. Answers the telephone and reference questions from telephone calls
20. Checks materials into and out of the library
21. Assists patrons in using the computers
22. Issues library cards
23. Trains new library pages and volunteers
24. Assists patrons in choosing, locating, and using library materials
25. Is responsible for assigning duties to library pages and volunteers in the Children's Department

26. Shelves books and shelf reads
27. Maintains an organized circulation desk and office
28. Ensures collection is neat and orderly and inspects material for damage or missing bar codes
29. Is responsible for keeping the books in the Children's Department updated with AR stickers and levels

Knowledge, Skills, and Abilities

(*can be acquired on the job)

1. *Knowledge of computer applications and programs as they apply to the library
2. *Knowledge of library policies, procedures, and work relating to both print and non-print materials
3. Ability to communicate effectively, orally and in writing, with staff and public.
4. Ability to communicate effectively with supervisor, co-workers, patrons, and other community organizations
5. Ability to deal with associates and the public in a courteous manner with excellent interpersonal skills
6. *Ability to operate and maintain library equipment
7. Skill to type proficiently
8. Adaptability to accept corrections and suggestions
9. Manual dexterity and physical strength to do required work
10. Knowledge of databases and online resources
11. Ability to organize work for efficient use of time

Minimum Qualifications

1. Bachelor's degree in a related field from an accredited college or university
2. Professional experience working with children is required

Salary and Benefits

Salary is based on experience and will be negotiated with the director and the library board. Benefits include Alabama State Retirement, health insurance through Blue Cross Blue Shield of Alabama, life insurance, city holidays, paid vacation, and sick time.

To Apply

Applicants must submit a cover letter, resume, and three professional references to Kathy Owings, Demopolis Public Library, 211 E Washington St., Demopolis, AL 36732 or submit electronically to library.director@demopolisal.gov