

# Suring Area Public Library

Position Title: Children's Librarian

## Job Description

- Responsible for children's programming
- Responsible for the Summer Reading Program, including planning, promoting and advertising of this event.
- Plans and implements programming for children, parents/caregivers, educators and those adults that work with children throughout the year, including Story Time, holiday programs, special activities, Library System promotions and reading incentives, and other programming opportunities.
- Responsible for keeping the library Facebook page up to date with children's programs.
- Responsible for displays promoting children's activities within the library.
- Works with local educators and schools and other organizations to develop and implement programs/activities for children, both in the library and as outreach efforts.
- Works as a team member in assisting with family oriented programs.
- Assists with routine circulation desk procedures:
  - Includes checking in and out, issuing library cards, placing holds, looking up titles, leading people to materials they need, answering the phone, renewing items, assisting customers with the computers, assisting customers in downloading e-books and other technology related to InfoSoup databases, and technology related information resources, following Suring Area Public Library and OWLSnet policies and procedures.
- Assist customers in reference and reader's advisory
- Leads customers to information owned by the library or available at other libraries, or on the appropriate database in InfoSoup or elsewhere.
- Recommends titles and subjects to customers appropriate to customer expressed interests and/or tastes and needs.
- Preserves confidentiality of individual customers.
- Assists in collection development by recommending materials and maintaining the children's area, including routine weeding of materials.
- Prepares articles for the library newsletters and activity notices and distributes news releases regarding children's programming to schools and local media and posts information on the library's webpage and Facebook.

Although specific tasks are detailed in this position description, the employee performs other duties, not specified, as required.

## Qualifications:

### Essential knowledge and abilities:

1. Knows individual job responsibilities and works systematically.
2. Plans own time to meet obligations and specified deadlines.
3. Ability to communicate effectively with library customers and other staff.
4. Ability to effectively use computer applications and maintain skills through participation in continuing education activities.
5. Ability to lift and carry weights up to 50 pounds.

### Essential training and experience:

High School diploma or equivalent and two years' experience working with children in some capacity. Must demonstrate knowledge of child development and have some knowledge of children's literature.