

POSITION DESCRIPTION
GARY PUBLIC LIBRARY
An Equal Opportunity Employer
Page 1 of 4

Job Title: **CHILDREN'S SERVICES LIBRARIAN**

Department: Children's Services

Immediate Supervisor: Children's Services Manager

Positions Supervised: None

JOB RESPONSIBILITIES:

Under general direction, the Children's Librarian assists patrons in locating, selecting and reserving library materials and utilizing the computer system; provides reference and reader's advisory services, develops and conducts children's programs and assists with the development and maintenance of the department collection.

QUALIFICATIONS:

Master's degree in library science from an accredited American Library Association institution.

WORKING CONDITIONS:

The Children's Librarian will be required to work a flexible schedule including evenings and weekends.

Position available for in-house and outside applicants. Salary Range \$27,181 to \$36,577. Please submit resume and letter of interest to: Dionne Knox, Executive Asst./HR Coordinator, 220 W. 5th Avenue, Gary, IN 46402 or electronically to: knoxdc@garypubliclibrary.org.

An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

Date Submitted: August 2001
Bargaining Unit: Non-Exempt [x] Exempt []

Pay Grade:
Salary Range:
Overtime: Eligible
Admin. [] Prof. [x] Exec. []

GARY PUBLIC LIBRARY

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> • Library policies and procedures* • Library science and information technology • Children's programming and services • Child development • Collection maintenance techniques • Reader interest levels and materials selection tools • Wide range of children's books and authors • Electronic information resources • Automated catalog system* 	<ul style="list-style-type: none"> • Organize, prioritize and coordinate multiple tasks • Develop and implement library programs • Communicate effectively in written and oral form • Prepare accurate and concise reports • Establish a rapport with children and their care givers • Interact and respond appropriately to patrons • Present a professional image to the public • Maintain effective working relationships with supervisor and co-workers • Maintain confidentiality

*May be acquired after hire.

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position.)
-----------	---------------------------------------------------------------------------------------------------------

35% PUBLIC SERVICE

- ★ Assists children and other patrons utilizing the department's services, programs and materials:
 - Answers reference and technical questions
 - Provides library instruction
 - Performs reader's advisory and booktalks
 - Instructs patrons on library services
- ★ Assists patrons in locating and selecting books and other materials
 - Conducts searches of electronic databases
 - Places book and material requests
 - Processes interlibrary loans and reserve requests
- ★ Assists patrons in using library services, equipment, reference materials, electronic databases and software
- ★ Enters patron and library material information into computer system
 - Coordinates department activities and programs with library events
 - Assists with maintaining department files, records, indexes and statistics
 - Communicates the mission, goals and objectives of the library

★ Denotes an essential function of the job

Date Submitted: August 2001

PREPARED BY GORTZ & ASSOCIATES, INC.

GARY PUBLIC LIBRARY

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position.)
-----------	---------------------------------------------------------------------------------------------------------

30% **PROGRAMMING**

- ★ Prepares, conducts and coordinates programs and special events for all age groups in the Youth Services
 - Leads discussions and conducts storytimes
 - Assists with promoting children's services in the community and in schools
- ★ Selects age appropriate materials and activities
- ★ Assists with developing flyers, seasonal displays and other promotional materials for department
- ★ Evaluates programs and services

15% **COLLECTION MAINTENANCE**

- ★ Assists with developing and maintaining the Youth Services collection
- ★ Interprets and applies collection development principles and policies
 - Performs on-going examination, weeding and upgrading
 - Evaluates materials and resources in various formats
 - Recommends new and replacement materials
- ★ Inspects library materials
 - Evaluates damaged or worn materials
 - Forwards to bindery or donation
- ★ Maintains knowledge of available materials and patron reading preferences
 - Maintains orderliness of library displays, shelves and furniture
 - Prepares booklists and other bibliographic tools
 - Prepares collection related displays

10% **CHILDREN'S SERVICES**

- ★ Assists the Head of Children Services
 - Participates in developing policies and procedures
 - Assists with developing and implementing improvements in services and programming
- Researches and prepares grants for children's services and programs
- Participates in library planning efforts to extend and enhance services and programs

5% **COMMUNITY RELATIONS**

- ★ Participates in community activities as a representative of the library
- Speaks before community groups, as requested

- ★ *Denotes an essential function of the job*

Date Submitted: August 2001

PREPARED BY GORTZ & ASSOCIATES, INC.

GARY PUBLIC LIBRARY

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position.)
-----------	---------------------------------------------------------------------------------------------------------

5% **MISCELLANEOUS**

- Conducts library tours and instructional training, as needed
- ★ Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- Attends meetings and serves on committees, as requested
- Performs additional duties and assignments, as requested

- ★ *Denotes an essential function of the job*

Employee Signature

Date

Date Submitted: August 2001