

Gary Public Library – Position Description

Job Title: CHILDREN'S SERVICES LIBRARIAN
Locations: Main, Woodson, and Kennedy
Department: Children Services
Immediate Supervisor: Children Services Manager
Starting Salary: \$36,065

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.

KNOWLEDGE OF:

- 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

SKILLS AND ABILITIES:

- 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

DUTIES:

- Assists children and other patrons utilizing the department's services, programs and materials
- Assists patrons in locating and selecting books and other materials
- 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
- 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
- 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
- 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
- Participates in community activities as a representative of the library
- Speaks before community groups, as requested
- 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