

Title: Children's Librarian

Class: F Librarian

Reports to: Director

Status: Exempt

Essential Functions:

- Help to ensure our patrons, staff, and community receive the best experience possible at the library, specifically, at the children's reference desk and in children's programs
- Schedule, plan, promote and deliver programs for children and their caregivers
- Provide outreach programs to schools, daycares, organizations and special interest groups
- Collaborate with other department heads to provide inter-generational programs for the community
- Select and oversee the collection of materials, weeding and inventory for the Children's department
- Manage the budget for the Children's department
- Hire, train, supervise and evaluate Children's department staff, filling in when needed
- Provide administration with statistical reports
- Assist patrons and staff with using the library's resources
- Work with the Marketing Manager to promote the library, specifically children's programs, through social media, signage, etc
- Maintain a cooperative and communicative relationship with other branches, staff and administration
- Be an active member of the Administrative team
- Participate in conferences, webinars and other learning opportunities to stay abreast of library trends
- Promote good communication and positive thoughts and actions for patrons, staff, and the community
- Encourage and provide opportunities for staff development

Skills and Abilities

- Provide prompt, attentive and friendly customer service, in-person and by phone
- Represent the organization well in all interactions with staff and the community
- Seek and respond to feedback from patrons and staff to improve services
- Willingness to go out of his/her way to help patrons
- Cooperate and work together with all co-workers
- Plan and complete job duties with minimal supervisory direction
- Collaborate with and support coworkers by helping out where needed
- Complete work on time and with the proper quality

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- Support cross-training and share learning with others
- Communicate ideas and thoughts clearly, accurately and respectfully
- Listen to others and seek to understand others' perspectives
- Willingness to take on new challenges and responsibilities
- Open to change and variety within the workplace
- Recommend and implement changes to improve processes and customer service
- Portray a positive image of the library and be a strong public ambassador for the library
- Proficiency in using computers and related software
- Experience with library management system software, including cataloging systems and public interface systems

#### Education and Experience

- Masters in Library Science from an accredited university
- Management experience
- Experience working in libraries, children services preferred
- Must obtain a level LC 4 (library certification 4) or higher per the Indiana State Library's guidelines

#### Physical Requirements

- Attending events and programs outside the library
- Valid driver's license
- Sitting, standing, walking, climbing, stooping, kneeling, crouching
- Handle books, paper, and technology
- Speak and listen to others
- See and read
- Lift and move up to 25 pounds