

Job Description: Children's Librarian

George Holmes Bixby Memorial Library

GENERAL SUMMARY:

Under the supervision of the Library Director, the Children's Librarian is responsible for planning, organizing, directing, and managing all aspects of the children's and youth's department of the Library, keeping in conformity with the policies established by the Board of Trustees, with other town policies, and with state and municipal laws and regulations.

Educational/Professional Requirements

1. High school diploma or GED required. College degree preferred.
2. Computer proficiency.
3. At least 3 years experience in the field or relevant experience as judged by the Trustees and Library Director to be commensurate for this position.
4. Comprehensive knowledge of library services, principles, practices, and procedures.

Duties/Responsibilities of the Children's Librarian

Administration:

1. Is responsible for developing and implementing a yearly activities schedule for the children and youth of Francestown.
2. Directs and participates in the development and implementation for the long- term goals, policies, and procedures of the Children's and Youth Library.
3. Evaluates and recommends developments in library science and technology to the Trustees.
4. The Children's Librarian is responsible for keeping the Library Director informed of issues and problems relating to the Children's and Youth Library.

Financial Administration:

1. Works with the Library Director to prepare the annual budget.
2. Monitors the budget of the Children's and Youth Library and ensures that it is managed effectively.
3. Pursues appropriate grants or donations for Children's and Youth Library services.
4. The Children's Librarian will perform other related duties as required.

General Administration:

1. Develops and maintains the collection, suitable for the needs of the Children's and Youth Library, and the corresponding automated records.
2. The Children's Librarian oversees the lending of a wide variety of materials to children and youth, reference and information services, public programming, and access to electronic information.
3. Procures materials and supplies.
4. Develops and implements programs of interest by planning, coordinating, advertising, implementing and supervising children's programs, including, but not limited to, story time, baby lap time and the Summer Reading Program.
5. Is responsible for the general neatness and attractiveness of the Children's and Youth Library areas.

6. Attends Trustee meetings as required.
7. Attends professional and educational conferences and meetings as required.
8. Promotes and maintains good public relations with the patrons, the Friends of the Library, and the community by initiating publicity and contributing to the monthly Francestown News, local newspapers, and social media.
9. Other related duties as required.

Personnel Administration:

1. The Children's Librarian will operate the Children's and Youth Library under a philosophy of service that puts the needs of library users first and ensures that all staff members respond to those needs in a positive, helpful, and friendly manner.
2. Assists the Library Director in general library business, programs and functions.
3. Maintains all records and responds to grievances.

Required Skills and Abilities:

1. Comprehensive knowledge of Library principles, practices, procedures, and tools.
2. Knowledge of a Children's and Youth library collection and computer technology.
3. Knowledge of resources, programs, and services available to children's libraries.
4. Interpersonal skills in working with staff, patrons, Trustees, community organizations, and other local town departments.
5. Other physical skills necessary to perform the job.

Working Conditions / Physical Demands

1. Normal office environment, not subject to extremes in temperature, noise, odors, etc.
2. Will use computer keyboards requiring eye-hand coordination and finger dexterity.
3. Involves travel to meetings and conferences; and attendance at evening meetings.