

**Merrill Memorial Library  
Children's Librarian  
Full Time**

**Summary of responsibilities:**

A Full Time Position under supervision of the Director.

Specific responsibilities include working with the public and other library staff to provide a wide range of library services to children (pre-K thru grade 3) and families.

**Job Qualifications:**

- Ability to give friendly, helpful service to children and families of all kinds.
- Ability to communicate effectively with patrons and staff.
- Requires a working knowledge of the principles and practices of professional library work and youth services in particular.
- Requires sound judgment, initiative, tact and courtesy, attention to detail, and the ability to work as a team with a small staff, making adjustments to best meet the needs of the patrons.
- Requires a thorough knowledge of children's literature and appropriate techniques for working with children.
- Maintains good relations with public, staff, and volunteers.

**Circulation desk responsibilities:**

- Greets, assists, and refers library users according to their needs and performs a wide range of clerical public contact duties.
- Uses library automated circulation system to lend materials to library users including checking materials in and out, processing holds, registering borrowers, collecting fees, informing patrons of the status of their accounts, and conveying information about library policy. Opens and closes library building.
- Instructs patrons needing help on library PC's and various devices
- Assists patrons using library equipment and performs basic trouble shooting on copiers, printers, computers, projectors, and other equipment as needed.

**Children's Reference and Reader's Advisory:**

- Assists patrons on the selection of reading materials appropriate for their needs and assists in interpretation of library materials.
- Answers reference questions and conducts research as needed.

## **Children's Programs:**

- Plans and presents programs and activities for diverse age groups to encourage reading and stimulate use of the library including weekly Story Time, summer reading programs, school tours, class visits, outreach programs, and special events.
- Participates with other community agencies and schools to extend and promote library programs.

## **Children's Library Collection:**

- In charge of children's materials budget.
- Selects materials by reading and evaluating reviews, patrons' requests, and popular trends.
- Evaluates and implements improvements in collection, adding, weeding and withdrawing as needed.
- Assists in cataloging and processing children's books.
- Shelves, reads, and organizes materials in children's collection.
- Repairs books.
- Evaluates children's services, implements improvements.
- Directs and supervises volunteers
- Solicits donations
- Creates & maintains displays and develops bibliographies & brochures,
- Attends workshops, meetings and conferences as appropriate.
- Performs additional duties as assigned.

## **Peripheral Responsibilities:**

- Checks library materials in and out.
- Processes overdue charges and fines;
- Inputs patron data to operating system.
- Answers telephone calls and provides information or otherwise assists or refers patrons as appropriate.
- Maintains necessary operating records.
- Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, making arrangements for use of library facilities, setting up tables and chairs for classes, etc.
- Must be available to work evenings and Saturdays
- Attends professional library conferences, seminars and network committees, reads professional literature, attends and participates in staff meetings

## **Desired Minimum Qualifications:**

- MLS preferred, Bachelor's degree in a related field required.
- Prior experience in a fast-paced automated library setting required.
- Some knowledge of the principles and practices of modern library systems including consortial lending; Some knowledge of library circulation or processing techniques; Working knowledge of library classification systems; Working knowledge of basic office procedures; Adept with a variety of electronic devices.
- Skill in operation of listed tools and equipment.
- Ability to accurately maintain library filing systems; Ability to orally communicate effectively; Ability to establish and maintain effective working relationships with patrons, employees, supervisors, and the general public.

## **TOOLS AND EQUIPMENT USED**

Library computer system; other personal electronic devices as necessary: copy, scan and fax machine; smart phones tablets and e-readers.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to climb or balance, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.