

## CHILDREN'S LIBRARIAN

Athol Public Library

### SUMMARY

The Children's Librarian of the Athol Public Library is a professional supervisory position. The Children's Librarian is responsible for the overall operation of the Children's Department, conducting and coordinating public service to children and their families, day care providers, and school groups, developing and maintaining quality programs and collections of children's materials, cataloging and circulation of library materials, providing reference service, training and supervising children's staff, and daily management of the Children's Department.

### LEVEL OF RESPONSIBILITY

The Children's Librarian serves under the supervision of the Assistant Director and performs regular duties independently. S/he oversees the work of Children's Department staff and volunteers and is responsible for the safety of children, especially during library programs. The position requires the ability to exercise judgment, to interpret policies, to make decisions, and to effectively work with the public.

### MAJOR DUTIES:

1. Provides library services to children and their families and the general public in the Children's Room. Meets and assists the public, advising readers in the selection of books.
2. Supervises and participates in circulation procedures, including registration of children's borrowers, charging in and out materials, receiving fines, issuing notices for overdue materials, and bills for lost materials.
3. Instructs library users in the use of the Children's library, online public access catalog, and computers. Provides answers to reference questions. Provides library orientation and instruction services in the Children's room. Supervises use of library equipment by children and the general public.
4. Selects books and related materials for pre-school and elementary-age children's collection. Examines review material and publisher's catalogs. Reviews professional publications for developments in children's library services. Meets with book sales representatives. Performs periodic inventory and weeding of collection.
5. Oversees cataloging and processing of children's books for circulation. Performs computer input and processing necessary to maintain library operations.
6. Supervises, assists, schedules and oversees work of part-time employees to ensure efficient library services in the children's department. Trains new children's staff in library policies and procedures. Assists in the selection of new children's department employees.
7. Plans and implements children's programming, including story hours, playgroup, reading clubs, school visits, film showings, puppet shows, etc. Plans and prepares displays, exhibits, posters, flyers, and certificates for children.
8. Promotes and publicizes children's services to the community and local agencies. Develops publicity for children's programs.
9. Maintains a safe environment in the Children's areas.

10. Maintains effective working relationships with children, parents, teachers, school librarians, day care providers, Friends of the Library, and relevant community groups. Processes school classroom deposit collections and reading for certificate program.
11. Organizes and provides library skills class instruction and on-site visits.
12. Writes and administers grants and encourages community sponsorships and collaboration.
13. Responsible for booking, maintaining, circulating, and instruction on AV equipment.
14. Participates in professional associations, attending regional and state library meetings and workshops.
15. Assists with adult circulation and reference as needed.
16. Opens and closes the library, operating library security system. Responds to building emergencies when necessary.
17. Performs related work as required.

#### KNOWLEDGE, SKILLS, AND ABILITIES

1. Considerable knowledge of professional library principles, methods, practices, and materials.
2. Knowledge and competence in using library reference materials.
3. Knowledge of juvenile literature.
4. Ability to establish and maintain effective working relationships with library patrons of all ages, including children and their families, employees, and various outside agencies, including schools, day care providers, and regional library staff.
5. Effective verbal and written skills to enable effective communication with the public and the staff.
6. Knowledge of or ability to learn current library cataloging procedures.
7. Proficiency in operating and maintaining audiovisual equipment for programs and public instruction.
8. Proficient skill in use of automated circulation system and computer operation.
9. Ability to perform physical tasks involving lifting and bending.
10. Ability to perform a variety of duties, to deal with people beyond giving and receiving instructions, in an atmosphere of activity with noise levels at times objectionable, while maintaining a temperament that is adaptable, courteous, tactful, and showing good judgment and initiative.
11. Considerable knowledge of or willingness to learn about up-to-date computer equipment, maintenance and repair techniques, operating systems, programs, and networks.

#### MINIMUM REQUIREMENTS

1. Master's in Library Science preferred. Bachelor's degree required, with coursework towards Masters Degree in Library Science with knowledge of library procedures and coursework in juvenile literature or elementary education.
2. Some supervisory experience required.
3. One year full time library employment.

Approved by the Board of Library Trustees 19 May 1999

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