

CHILDREN'S LIBRARIAN



DEPARTMENT:	Library
REPORTS TO:	Library Director
DIRECTLY SUPERVISES:	Children's Department Staff
BARGAINING UNIT:	COWPEA Non-exempt Position
DATE APPROVED:	July 1, 2009

SUMMARY:

The primary objectives of this job are to provide, maintain, and promote reference service to the public; plan and develop a unified program for the children in the Winona area; educate the public in the use and availability of library materials and services; maintain a balanced collection; and work with library customers, the community and co-workers in a responsible and professional manner.

ESSENTIAL FUNCTIONS OF THE JOB:

- Supervised Children's Department Staff
- Provide reference service to parents, children, and young adults
- Select, order and maintain balanced up to date children's department collection
- Provide budget input regarding the Children's Department
- Keep current on trends in the library field by reading literature, attending workshops, and networking with other children's libraries
- Plan and conduct children's story times and programs to encourage reading and create lifelong learners
- Prepare and provide publicity for department activities
- Community outreach by speaking to classes and other groups
- Be cognizant of customer's requests and needs
- Plan, coordinate, and execute extensive summer reading program
- Provide instruction and information on children's literature to college classes
- Actively pursue grants and other fundraising opportunities
- Oversee the operations of the library in absence of Library Director and Library Coordinator
- Performs related work as required

SUPERVISORY RESPONSIBILITIES:

Children's Librarian

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Directly supervises the Children's Department staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assigning, directing and rewarding work; discipline for just cause (oral and written reprimand); and evaluates performance. May effectively recommend transfers, promotions, adjust grievances, and discipline for just cause (oral and written reprimand).

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four-year college or university is required
- Undergraduate major in children's literature, library media, education or related field is required
- A Master's Degree in Library Science from an accredited institution is desired
- Experience working in a library is desired
- Experience with on-line data base system and/or computers is required

LANGUAGE SKILLS:

- Ability to tell stories to children effectively
- Ability to interpret and orally present literature
- Ability to adjust stories, presentations and conversation to appropriate age group
- Ability to prepare reports and correspondence.
- Ability to prepare and present verbal presentations
- Ability to read and interpret documents and procedural manuals
- Ability to communicate with all age groups of diverse backgrounds

MATHEMATICAL SKILLS:

- Ability to make arithmetic computations using whole numbers, fractions and decimals
- Ability to compute rates, ratios and percentages
- Ability to understand and accommodate budget requirements for Children's Department

OTHER SKILLS AND ABILITIES:

- Knowledge of the principles and practices of library operations

- Knowledge of the community, especially in reference to children and their needs and requests
- Knowledge of and skill in the use of library materials
- Knowledge of cataloging and classification principles with proficiency in the Dewey Decimal System
- Ability to exercise initiative and independent judgment
- Ability to be imaginative, creative and flexible
- Ability to develop rules and regulations for circulation of materials
- Ability to instruct and direct student aide and work student workers
- Knowledge of current selected book lists, Children's Catalog, Middle and Junior High School Library Catalog; and Best Books for Children

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university is required
- Undergraduate major in children's literature, library media, education, or related field is required
- Computer experience is required

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, which include but are not limited to assisting the public, story telling, shelving books and materials, the employee regularly talks or hears and uses hands to finger, handle or feel. Employee occasionally stands; walks; sits; climbs or balances; stoops, kneels; crouches or crawls; and reaches with hands and arms.

Employee regularly lifts up to 10 pounds and occasionally up to 30 pounds.

The specific vision requirements are close vision; distance vision; color vision; peripheral vision; depth perception and 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.

While performing the duties of this job, the employee works in a building regulated by

heating and air conditioning. The noise level is moderate.