

Hancock County Public Library Job Description

Job Title: Children's Librarian

Reports To: Library Director

Prepared by: Library Director, Tina Snyder

Prepared date: 3-24-06

Approved by: HC PL Board of Trustees

Approved date: 9-17-08

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Summary Develop, publicize, and present all Children's programs for in-house and outreach opportunities for ages 5th grade and under. Select both print and non-print materials for our kid's area. Follow through on marketing all kid's programming and creating new and exciting programming opportunities. Provide desk coverage as needed at either branch or main library. Fulfill all circulation clerk duties.

Supports the library's mission by (1) assisting customers in the use of the library resources and services (2) carrying out circulation procedures, (3) maintaining consistency in policies and procedures at both library locations and (4) assisting other library staff with a variety of library and collection maintenance tasks.

Well-defined work assignments performed under general supervision. Exercise some discretion within well-defined guidelines, practices, and procedures. Suggest enhancements or improvements to policies, practices, and services. Conceptualizes and solves general problems. Job performance skills are learned through education, experience, and on-the-job training.

This full-time position requires some evening and weekend work.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Primary:

Selects print and non-print materials for the children to be acquired by the library.

Assist children in selecting and locating library materials.

Plans and presents regularly scheduled in-house and outreach Children's Programs and other library programs.

Plan and present special in-house and outreach programs.

Perform public relations functions associated with children's and other programming.

Provide reader advisory and reference service for children, their caregivers, and other patrons.

Develop and adhere to a budget for Children's Area materials purchasing.

Research and apply for grant opportunities and/or donations for the children's programming area, with Director's approval.

Create attractive and educational displays in the children's area.

Develop new programming opportunities for HCPL.

Create monthly schedule/calendar of children's area activities for posting and distribution.

Continuously evaluate materials collection for satisfaction or patron need, currency, and physical condition.

Utilize time and resources effectively to benefit HCPL's mission.

Train a back-up staff member to perform general duties during vacation or leave time.

Promote and advertise programs in the newspaper, on website, on our Facebook page, and other formats.

Cover at either circulation desks and at the Lewisport Branch alongside other staff.

Communicate with teachers, parents, and community groups to assist in the developing of partnerships and the development of ways to encourage these groups to use the library.

Other Duties & Responsibilities

Attend workshops and continuing education opportunities for certification renewal and professional & personal growth.

Maintain certification as required by Kentucky Department for Libraries and Archives.

Submit Annual Summation paperwork to KDLA by June 30th each year.

Perform assigned tasks and other duties as requested by the Library Director.

Skills, Knowledge, Abilities

Knowledge of and commitment to excellent customer service. Ability to work effectively despite frequent interruptions.

Ability to maintain composure while handling customer complaints. Good interpersonal and communication skills, in person, by phone, and online.

Skilled at working cooperatively and collaboratively with customers and staff to achieve results.

General knowledge of the library's services and materials, including the Dewey Decimal system.

Ability to learn, implement, and communicate library policies and procedures by being firm, fair, and friendly.

Ability to understand and follow oral and written instructions.

Ability to master the library's online catalog and automated circulation system. Ability to type efficiently and effectively use a variety of computer programs.

Ability to use a variety of mobile devices including cell phone, IPad, Kindle.

Ability to use copier, fax machine, and other office equipment.

Ability to stand, walk, use stairs, and use hands to perform tasks the majority of the work day.

Ability to accurately make change and receipt income.

Flexible, adaptable, and able to flourish in a changing environment.

Dependable, motivated, self-starter able to work days and some evenings and weekends.

Ability to secure and retain library certification.

Qualifications

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed 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. Must have your own transportation.

Education and/or Experience

Associate's Degree or equivalent from two year college or technical school; or six months or more related experience and/or training; or equivalent combination of education and experience.

Physical Demands

Travel within the county and surrounding area frequently; occasional overnight travel for meetings or conferences. Library outreach vehicle will normally be your transportation for library business.

While performing the duties of this job, the employee is regularly required to stand, walk; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include 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 is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.