

Maquoketa Public Library

Job Description: Children's Librarian

Created May 2015, revised July 2018, November 2024

Position Objectives:

Proactively plans, organizes and delivers services in the Children's Library. Performs managerial duties related to library operations, outreach programs and special activities. Continually seeks and finds ways to promote increased use of the Children's Library. Works with school librarians and community groups to develop and expand Children's Services. Supervise the entire library, including personnel and facilities, in the absence of the Library Director.

Reporting Relationships:

Reports to the Library Director.

Typical Duties:

- Selects books, magazines, audiovisual materials, software, toys and games, online services, etc. for children under supervision of the Library Director
- Plans and executes programming and activities for annual summer reading program
- Evaluates collection annually for balance and comprehensiveness, weeding semi-annually
- Provides assistance and instruction in use of OPAC terminals, in choosing books and other materials for borrowing and locating reference information
- Provides reference and circulation services at the Children's desk including opening cards, checking in and out items, shelving, answering the phone, reserving rooms, and faxing
- Cooperates with teachers and home school parents in research assignments
- Oversees and coordinates all babies' programs, science programs, film programs, craft programs, home school programs, etc. and other activities
- Plans, organizes, and presents story hours for children in order to encourage reading, viewing, and listening of library materials and to help create lifelong library users
- Prepares book lists, flyers, bibliographies, user guides, promotional materials, and publicity spotlighting Children's Department collections, services, and programs
- Creates displays to enhance the library experience and to promote use of library resources
- Seeks opportunities to speak and write about the library and its resources in the public forum. Writes press releases as needed to detail children's programs and activities
- Develops and coordinates all children's outreach programs including local nursery schools and day care centers on a monthly basis as well as visits by Sacred Heart Elementary School for book talks
- Visits the elementary school or provides in-library orientations each year
- Responsible for the general organization, maintenance, and appearance of the Children's area and verifies that all equipment is working properly during work time
- Prepares monthly Children's Services reports
- Keeps informed on trends in library services; participates in professional organizations; attends continuing education workshops and conferences. Submits a report on each workshop attended

Desired Knowledge, Skills and Abilities:

Master's in Library Science preferred, Bachelor's Degree required. One to three years of children's educational or library experience preferred or any equivalent combination of education and experience. Knowledge of Microsoft Office, email, smart phones, and social media.

Ability to interpret library policies and procedures to the public in a customer-friendly manner. Ability to work well with people of all ages. Knowledge of professional library principles, methods, materials and administrative practices. Knowledge of children's literature. Understanding of technology and the internet. Familiarity with automated library systems. Ability to perform and supervise reader's advisory, bibliographic and other professional

library services. Ability to establish priorities, develop long range plans for the implementation of new services, programs or solutions to problems. Ability to communicate effectively orally and in writing.

Physical Requirements:

Performs in a climate-controlled office environment. Ability to work in an environment subject to continuous interruptions and background noises. Ability to work under stress from deadlines, public contact, and changing priorities, and conditions. Ability to operate computers with proficiency using library software, word processing, and the Internet. Ability to view a computer monitor and/or operate a keyboard for extended periods of time. Ability to move and/or lift materials e.g. lifting books and audiovisual equipment and pushing book carts. Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit. Regularly required to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms. Vision and hearing at or correctable to "normal ranges". Ability to read printed materials and information on computer screens. Ability to communicate effectively with individuals in person, over the telephone, and via the printed word. Ability to file books, periodicals, files, reports, notebooks, etc. on shelves ranging from 1 to 7 feet from the floor. Ability to travel to attend meetings both inside and outside of Maquoketa.

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.