



Children's Programmer

REPORTS TO: Children's Services Librarian
JOB CLASSIFICATION: 4
STATUS: Non-Exempt
REVISED: 1 Jul 2014

BASIC FUNCTION:

Under the general direction of the Children's Services Librarian, the Children's Programmer performs specialized tasks related to providing library services to children up to twelve years in age. The Children's Programmer conducts both onsite and offsite programming, orders library materials, creates displays, and performs other tasks as necessary to encourage the use of the Library by children and to keep the trust of parents in the Library as an institution. Duties may require independent judgment and action within specific parameters. The Children's Programmer interacts with the public and with other staff.

The Library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

RESPONSIBILITIES:

- Assist in developing, planning and actively carrying out a variety of activities for children.
- Organize, maintain, prepare and order materials utilized for crafts and activities.
- Create and perform storytelling and other activities to support the Children's Librarian.
- Assist in ordering/de-selecting collection materials with the approval of Children's Services Librarian.
- Create and maintain displays of Library materials and seasonal information.
- Coordinate monthly Birthday Club mailing and prizes.
- Assist with the Library's summer reading program.
- Conduct outreach to daycares, schools, and other facilities as directed.
- Conduct in-house Library tours as directed.
- Provide reference and reader's advisory service to phone-in, walk-in and web-based reference patrons.
- Assist with general desk duties, including circulation.
- Lead and serve on committees as assigned by the Assistant Director.
- Perform other duties as assigned.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Bachelor's degree in early child development or elementary education, or combination of some post-secondary education and relevant work experience.

- Experience with children's programming and/or children's literature preferred.
- Knowledge of library principles and practices and the ability to put them into practice.
- Must be able to meet and maintain Kentucky Department for Libraries and Archives (KDLA) certification requirements.
- Basic computer experience with standard office software, including Microsoft Office products, email, and internet usage.
- Valid driver's license and satisfactory driving history. Personal transportation that can be used for business travel 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.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 30 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

The job description is not a contract between the Library and the employee. The Campbell County Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and/or the Library may request the employee to perform duties that are not listed on the job description.

ACCEPTED BY:

Employee: _____ Date: _____

Supervisor: _____ Date: _____