CAMPBELL COUNTY
• PUBLIC LIBRARY •

REPORTS TO: Branch Manager
JOB CLASSIFICATION: 6
STATUS: Non-exempt
REVISED: 1 Jul 2014

BASIC FUNCTION:

Under the general direction of the Branch Manager, the Children's Services Librarian performs specialized tasks related to providing library service to children up to twelve years in age. The Children's Services Librarian conducts both onsite and offsite programming, selects/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. Determining and adhering to established budgets, tracking of detailed information, and participation in procedure/policy setting are required. Duties require supervisory skills, independent judgment, and independent action. The Children's Services Librarian interacts with the public and other staff members.

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:

- Plan, organize, conduct and promote programs and services for children.
- Provide off-site programs and community outreach services.
- Hire (with the Branch Manager), train, and supervise support staff.
- Prepare bulletin boards, bibliographies, displays, and exhibits of children's materials.
- Maintain an attractive and welcoming children's area of the branch.
- Provide reference and reader's advisory service to phone-in, walk-in and web-based reference patrons.
- Perform collection development/collection management activities as assigned.
- Participate in outreach activities and networking with schools.
- Create monthly narrative and statistical reports of the position's activities.
- Coordinate public relations for programming with the Public Relations Manager.
- 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:

- Master's degree in Library Science from an ALA accredited library school.
- Demonstrated knowledge of children's literature and experience with children's programming.
- 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.
- Extensive 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: _____