

YPL/CHILDREN'S SERVICES LIBRARIAN

(Range 117)

DEFINITION

Performs a variety of professional public service work in support of the YPL/Children's Services Department at a Regional or Branch Library.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Department Head.

Exercises supervision over lower level staff and may directly supervise assigned subordinate staff.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Provides children's reference and other services over the telephone and in person to children, young adult, and adult patrons, and Library District staff by searching files, the children's collection, and automated library systems to locate requested information or materials.
2. Assists children, young adults, and adult patrons in the use of the Children's Services circulating collections and materials using the Library of Congress Classifications and in the use of automated library systems, various indexes, and non-book materials.
3. Maintains knowledge of children's services.
4. Exercises decision making skills.
5. Assists the Department Head with collection development activities such as reading reviews, ordering library materials and weeding.
6. Assists with the maintenance of the Children's Services Department reference and circulating collections.
7. Maintains compliance with the Library District, Branch, and Children's Services Department policies and procedures and explains policies and procedures to patrons and staff.
8. Ensures that the calendar of programs, activities, and events for the YPL/Children's Services Department is maintained.
9. Prepares and conducts story hours and programs for children up to 18 years of age.
10. Prepares and conducts programs for adults relating to children's services.
11. Provides information about district-wide activities, facilities, and services.
12. Interacts extensively over the telephone, and in person with children, young adults, adult patrons, district-wide staff and management, outside agencies, and other libraries.

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13. Confers with teachers, parents, and community groups to assist in planning, organizing, and implementing special programs and exhibits to encourage and improve children's and young adult's communication skills, to promote reading, and to encourage greater patronage of the Library District.
14. Conducts tours of the YPL/Children's Services Department for teachers, students, schools, day care centers, and other interested groups.
15. Makes visits to schools, day care centers, and other organizations in order to promote books and reading.
16. Performs routine shelf checks to ensure continuing physical maintenance and proper location of books, periodicals, and other library materials relevant to the Children's Services Department.
17. Decorates the Children's Services Department with appropriate accessories for the seasons, holidays, and other events.
18. Assembles and arranges displays of books and other library materials.
19. Maintains and files records and reports appropriate to the YPL/Children's Services Department.
20. Utilizes personal computers, automated library systems, the Internet, and on-line tools and resources.
21. Operates library and office equipment including, but not limited to: copy machine, telephone, facsimile machine, and microfiche/microfilm machines.
22. Attends or conducts meetings and training sessions at meeting sites throughout the district.
23. Maintains a safe environment for both staff and patrons.

Marginal Functions:

1. Serves as "Person-in-Charge" as needed.
2. Provides community outreach services.
3. Participates in committee work when needed.
4. Compiles lists of materials of interest to children and young adults.
5. Assists in other departments as needed.
6. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Professional public library principles, practices, and techniques.

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2. Children's and young adult literature.
3. Current, trends and developments in the field of library science especially those pertaining to children's services.
4. The Library of Congress Classification System.
5. Research techniques.
6. The sources and availability of current information.
7. Automated library systems, on-line tools and resources, and the Internet.
8. Library District, Branch, and Department policies and procedures.
9. Library District terminology and functions.
10. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Maintain effective working relationships with those contacted during the course of work.
2. Plan, develop, and organize programs and activities.
3. Work quickly and accurately.
4. Work both independently and as part of a team.
5. Accept and manage change and maintain flexibility.
6. Understand and follow oral and written instructions.
7. Communicate with and elicit information from children of all ages.
8. Communicate clearly and concisely, both orally and in writing.
9. Maintain the mental capacity for effective interaction and communication with others especially children and young adults.
10. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.

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11. Maintain effective auditory and visual perception needed for:
- making observations;
 - communicating with others;
 - reading and writing;
 - conducting story hours and programs;
 - operating assigned equipment.

Skilled in:

1. Use of library and general office equipment.
2. Use of personal computers and associated software.

QUALIFICATIONS

Training and Experience:

Master's Degree in Library Science from a college or university accredited by the American Library Association required; course work in children's literature or children's services required; and experience in retrieving information from electronic devices required.

Physical Requirements:

Essential and marginal functions may require maintaining the physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds), occasional moderate lifting (12 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require sound perception, color perception, depth perception, visual perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA: EXEMPT

CBA: Non-Supervisor

DEVELOPED: JULY 1, 1995

**REVISED: APRIL 23, 1998
JUNE 17, 1998**