



Job Description

Position Title: Children's Services Librarian
Classification: Librarian I (Full time - 30 hours per week)
Exempt/Non-exempt: Non-exempt
Salary Range: \$25.73 to \$28.98
Benefits: Health, Retirement, Paid Leave

General Statement of Duties

Responsible for planning, preparing, and presenting storytelling programs, special events, plus educational and craft activities to children. Organizes, publicizes, and presents the annual Summer Reading Program. Responsible for selecting children's books, audiovisual materials, periodicals, and electronic resources. Promotes children's services and programs in the community. Develops partnerships with organizations and businesses. Works collaboratively with the Youth Services Team. Provides services directly to patrons of all ages at the Public Service Desk and via other communication methods.

Supervision Received

Works under the general supervision of the Library Director.

Supervision Exercised

Directs the activities of staff and volunteers assisting with children's programs and services. The individual in this position may be assigned to be the Person in Charge, in the absence of the Library Director and other senior staff. Supervision of other employees for tasks not associated with children's programs and services is not a normal responsibility of this position.

Essential Duties and Responsibilities

- Develop and present various library programs with a focus on children services - educational, early literacy, community interest, or civic engagement. This includes storytime programs, special events, and activities for the annual Summer Reading Program for children.
- Offers programs, both at library branches, library bookmobile and outside locations, to classes at local schools, and other organizations.
- Publicizes programs through social media, website, flyers, and bulletin boards.
- Gives tours of the library to school classes, including book talks and related activities.
- Networks and works collaboratively with schools and other community organizations focusing on youth.
- Develops strong partnerships within the community and state. Advocates for the District by being involved in community and professional organizations, attending meetings to communicate District programs, and developing good will.
- Collaborates with the Youth Services Team: Children's Services Assistant, Bilingual Outreach Librarian, and Teen Services Librarian.
- Assists in designing and maintaining library website as it relates to services to children and families.
- Seeks out and assists in writing grants to enhance library services.

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

- Selects materials for children and parents in a variety of formats. Ensures all members of the community are served with a diverse collection.
- Regularly weeds the children's collections.
- Serves patrons at the public service desks and Bookmobile by checking library materials in and out, routing items to the proper locations.
- Answers questions on library organization, policies, and procedures.
- Provide professional research assistance and readers' advisory to patrons, either in-person, over the phone, or electronically.
- Provide training to patrons in library skills including use of computers, the catalog, and electronic resources.

Secondary Duties:

- May be in charge of the building in the absence of other supervisory staff.
- Serve on various committees as assigned.
- Attend meetings and training seminars as required.
- Participate in ongoing professional development.
- Assist with special projects as required.
- Performs other job-related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of alpha and numeric systems for arranging library materials as well as automated bibliographic identification at a basic level.
- Familiarity with MARC and AACR2 metadata standards.
- Knowledge of established web-based databases and techniques of searching and accessing those resources.
- Ability to use or learn to use integrated library system software.
- Familiarity with the Internet and basic office applications, especially word processors.
- Knowledge of library resources, programs, and services in a public library.
- Knowledge of child development, storytelling techniques, and early childhood literacy principles.
- Knowledge of the principles of intellectual freedom in public libraries.
- Knowledge of collection development policies and procedures.
- Knowledge of library policies and procedures for determining needs and interests of patrons.
- Ability to plan, present, and promote programming to children and their parents/guardians.
- Familiarity with children's literature and audiovisual materials.
- Strong customer service and communication skills.
- Strong organization and attention to detail.
- Ability to work independently and to set priorities.
- Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
- Ability to communicate effectively vocally to the public and staff.
- Ability to communicate effectively with diverse audiences.
- Ability to handle and resolve disruptive behavior effectively.
- Ability to respond to a wide variety of practical problems and unpredictable circumstances, especially while on the public service desks.
- Ability to speak and write English fluently. Ability also to speak and write Spanish is preferred.
- Ability to read, write, and interpret routine documents such as reports, correspondence,

- policies, and procedures.
- Ability to perform basic mathematical functions.
- Understanding of general accounting and budgetary concepts.
- Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to perform essential job functions with or without accommodation.

Required Qualifications

- Two years experience working directly with children, preferably in a public library.
- Two years experience working in customer service, preferably in a public library.

Desired/Preferred Education, Experience and Qualifications

- Bachelor's degree in a library or education related field. Master's degree in library and information science from an American Library Association-accredited institution preferred.
- Experience with organizations serving underserved populations.
- Experience working at school or public libraries.
- Any equivalent combination of education and experience satisfying the above.

Essential Physical Abilities and Working Conditions

- The Librarian I is a full-time position, up to 30 hours per week. Saturdays and some evening hours are required.
- Stands or walks 50% of the time, 75% of the time when assigned to the public service desks.
- Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Moves back and forth between all areas of the library.
- Performs simple physical activities including dances, fingerplays, etc. during the course of delivering programs.
- Retrieves and replaces library materials from 2 inches from the floor to 7 feet from the floor.
- Regularly lifts and/or pushes or pulls up to 10 pounds, frequently lifts and/or pushes or pulls up to 25 pounds, and occasionally lifts and/or pushes or pulls up to 50 pounds.
- May be asked to work at any library branch within the district.
- Works at computers screens and monitors regularly while carrying out essential job functions.
- Normal office exposure to noise, stress, and disruptions.

Tools and equipment used

Puppets, books, and other props for storytelling programs; computer, including the Internet, general office applications, design software, and integrated library system; book carts; copy machine; telephone; book bins, magazine storage racks and boxes; general office tools; calculators; media players; other tools and equipment necessary to perform the essential and peripheral duties of the position.

Appointees will be subject to completion of a standard 90 day trial period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities,

duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

Employee: _____ Date: _____

Direct Supervisor/Manager: _____ Date: _____

Effective Date: September 20, 2011

Last revised: June 3, 2022