

Graves County Public Library

JOB DESCRIPTION

Position Title: Children's Librarian

Compensation and Benefits: Annual Salary, Health Benefits, Retirement Plan, and Vacation + Sick Days

Nature of Work:

Organizes and leads library programs for pre-school and elementary library users. Performs managerial duties related to library operations, outreach programs and special activities. Works with school librarians and community groups to develop and expand Children's Services. Performs professional library services in assisting library patrons at the Circulation Desk.

General Duties:

- Plans and organizes work according to season of year, special events, and regular library schedule.
- Develops and conducts programs for children to encourage reading, viewing and listening skills, and to use library facilities and materials.
- Assembles and arranges displays of books and other materials.
- Assists and instructs children in the use of library services and resources.
- Helps supervise the use of library books, and materials.
- Coordinates programs and activities with school librarians, teachers, parents' groups, and community organizations.
- Conducts story-telling programs for pre-school children.
- Prepares regular narrative and statistical reports for supervisor.

Additional Duties:

- Conducts library tours for children, parents, and interested adults.
- Attends meetings and conferences.
- Performs general library work at the Circulation Desk Monday-Friday, 8:30 am-5 pm.
- Maintain a Paraprofessional Librarian Certification

Organizational Status:

The Children's Librarian reports to the Library Director.

Knowledge, Skills and Abilities Required:

- Ability to relate and interact with school and cultural organizations needed.

- Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.
- Ability to supervise.
 - Knowledge and ability to analyze the needs of patrons within the available budget when developing Children's programming.
 - Knowledge and ability to prepare reports and statistics regarding the Children's programming.
 - Ability to communicate effectively, both orally and in writing, and to prepare reports and maintain records.
 - Ability to establish and maintain effective working relationships with superiors, fellow employees, patrons, and the general public, some of whom may be upset or irate .
 - Must have the desire and ability to serve the public and the Library staff with friendliness, tact, and diplomacy.
 - Ability to organize and prioritize the duties of the position and efficiently complete the responsibilities of the job.
 - Possess the physical and mental ability to work independently to the extent appropriate to the position with initiative and judgment.
 - Ability to analyze and to creatively solve problems related to the position.
 - Must possess a reputation of honesty, integrity, and reliability.
 - Ability to operate computer and library automation systems, telephone and other office equipment proficiently.
 - Ability to understand and carry out oral and written instructions and posted schedules.

Minimum Education, Training and Experience Required:

- A Bachelor's Degree from a college or university accredited by a regional accrediting agency recognized by the U.S. Department of Education; or
- High School Diploma with at least four years of relevant library experience is required; or any combination of education, training, and experience that demonstrates the above listed knowledge, skills, and abilities is required.

Physical Demands:

Must possess the mobility to work in the library setting which includes the ability to sit, stand, stoop, stretch, climb, lift, carry, shelve and retrieve books and materials from shelves and storage locations generally not exceeding 50 pounds. Must possess the vision required to read printed materials and a computer screen. Must possess the ability to hear and speak with the public both in person and over the telephone.

Necessary Special Requirements:

- Valid driver's license.
- Must successfully pass a background check.

Please email your resume to directorgcpl@mewsbb.com