

# Job Description & Qualifications

## Title: Children's Librarian

Sanilac District Library is looking for an enthusiastic, energetic Children's Librarian. The successful candidate must have a strong commitment to providing quality public service and to work in a team environment.

HOURS: 20+ hours per week. This positions requires some evening and Saturday hours.

STARTING WAGE: \$13.00 per hour.

### **General Summary:**

Under the supervision of the Library Director, the Children's Librarian plans and implements a variety of programs for children based on their developmental needs. The Children's Librarian also performs a variety of duties to provide service to all patrons by assisting them with library operations, material use and implementing policies and procedures. Computer skills and knowledge of technology are required to complete job duties. This person must maintain a positive work atmosphere as a member of SDL's team.

The duties of the Children's Librarian may be performed at SDL's main facility, the CPS Elementary School Library, the CPS High School Library or SDL's Bark Shanty Branch.

### **Children's Librarian Duties:**

The following statements are intended to describe the general nature and level of work being performed by persons assigned this classification. This job description is not a contract between SDL and the employee. Duties and responsibilities may be revised at any time by the Library Director.

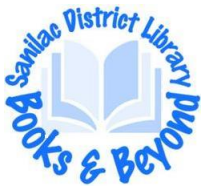
### **Program Planning and Implementation**

The Children's Librarian plans and implements programs for children within the guidelines established by the Library Director. Programs may be in-person or virtual. Programs may include:

- Preschool programs: Wigglers (birth to 24 months) and Toddler Time (2 – 4 years old) accompanied by an adult caregiver. Programs are planned integrating early childhood development practices to encourage, enable and promote early literacy skills with parents/caregivers.
- School Aged Children: Summer Story Time (K-3<sup>rd</sup> grade) and STREAM Club (4<sup>th</sup>–6<sup>th</sup> grade)
- Teen Programs
- Summer Reading Program (preschool – 12<sup>th</sup> grade)
- Other programs such as Chess Club, Lego Club, Kid's Reading Club and programs that may be established to encourage reading and library use.

### **CPS Branch Librarian General Duties:**

Perform all necessary tasks to accurately circulate library materials to students and teachers following established procedures and policies including checking items out and in, reserves, issuing library cards, overdue notices, update patron records, process new materials, maintain the collections and perform an inventory at the end of each school year.



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### **Library Service Duties:**

1. Perform all necessary tasks to accurately circulate library materials following established procedures and policies including checking items out and in, reserves, issuing library cards and updating patron records while maintaining confidentiality as per the MI Right To Privacy Act and state laws.
2. Properly follow procedures to receive funds given in payment or contribution.
3. Assist users in locating desired library materials owned by SDL or through interlibrary loan.
4. Demonstrate the use of the library catalog and provide reader's advisory information.
5. Perform basic reference interviews and conduct research to obtain and/or refer patrons to appropriate resources.
6. Answer questions regarding library policies, procedures, equipment, collections, programs and services to patrons in person, by phone or email.
7. Assist and instruct patrons about computer and internet usage including tablets, laptops, e-readers and other electronic resources.
8. Assist patrons in making copies and sending or receiving faxes.
9. Monitor public behavior and resolve customer concerns and complaints.
10. Maintain library collections by sorting, shelving, packing and unpacking, emptying the drop-box, clean, process and repair materials.
11. Arrange shelves and straighten items by classification number and maintain the library in a clean, orderly and safe condition.
12. Conduct inventory and weed as per Director's instructions.
13. Assist in planning and preparing displays and exhibits.
14. Perform opening and closing procedures to maintain building security.
15. Perform daily routine library functions as needed and as work load permits.
16. Attend staff meetings. May also be required to attend various conferences or workshops.
17. May be required to perform other tasks as assigned by the Director or the duties of other library personnel as needed.