

Job Description & Qualifications

Title: Children's Librarian

The Children's Librarian position requires a creative, energetic, enthusiastic, flexible team player with a great sense of humor and a love for people of all ages. The successful candidate demonstrates a strong commitment to public service, customer service skills, attention to detail and a willingness to learn.

HOURS AND LOCATION

20 or more hours per week. *Work schedule may be negotiable.* This position requires some evening and Saturday hours. Work may be assigned SDL's main facility, the CPS Elementary School Library, the CPS High School Library or SDL's Bark Shanty Branch.

WAGE & BENEFITS

- Starting wage of \$13 per hour. This is a part-time position.
- Benefits include:
 - Positive work environment.
 - Paid break time while remaining "on call" in the library.
 - Holiday pay for those days designated as "Library Holidays" if regularly scheduled to work.
 - Social Security and Medicare.
 - After one year of employment, staff who work 29 hours per week or less are entitled to a holiday bonus.
 - After five years, staff who work 29 hours per week or less are entitled to longevity pay.

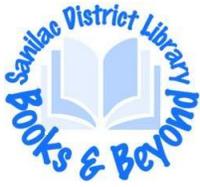
General Summary

The Children's Librarian is responsible for providing programs for children and performing library service duties to patrons of all ages. Computer skills are required to complete job duties. This person must maintain a positive work atmosphere as a member of SDL's team. The following statements are intended to describe the general nature and level of work being performed by persons assigned this classification. Duties and responsibilities may be revised at any time by the Library Director.

Children's Librarian Duties

The Children's Librarian plans and implements programs for children within the guidelines established by the Library Director. Programs may include:

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



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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. The candidate must comply with security measures required by the CPS School District.

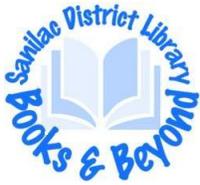
Library Service Duties

1. Perform all necessary tasks to accurately circulate library materials following established procedures and policies 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. Answer questions regarding library policies, procedures, equipment, collections, programs and services to patrons in person, by phone or email.
6. Assist and instruct patrons about computer and internet usage and other electronic resources.
7. Assist patrons in making copies and sending/receiving faxes.
8. Monitor public behavior and resolve customer concerns according to Library Policies.
9. Maintain library collections by sorting, processing and repairing materials.
10. Arrange shelves and straighten items by classification number and maintain the library in a clean, orderly and safe condition.
11. Conduct inventory and weed as per Director's instructions.
12. Perform opening and closing procedures to maintain building security.
13. Perform routine library functions as needed.
14. Attend staff meetings. May also be required to attend various conferences or workshops.
15. May be required to perform other tasks as assigned by the Director or the duties of other library personnel as needed.

Required Qualifications

The following competencies are required to enable training and satisfactorily perform the functions of the job. It is essential for the employee to gain a thorough knowledge of SDL's integrated library system and other digital resources. The employee is expected to maintain skills in order to continually upgrade to meet changing job conditions and technological advancements.

- High school diploma or GED is required. *Higher level of education and training in early childhood education is preferred.*
- Previous professional experience providing services to children.
- Computer proficiency including use of electronic devices, digital resources and Microsoft Office applications.
- Previous experience working at a library and knowledge of library methods *is preferred.*
- Basic clerical and mathematical skills.
- Ability to read, understand and follow written and oral instructions.
- Ability to effectively communicate with others orally and in writing.
- Ability to multi-task with high degree of accuracy.
- Organizational skills and ability to file alphabetically and numerically.



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Required Physical Abilities

This position requires the ability to perform the essential functions contained in the job description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations *may* be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

- Visual acuity necessary to view a computer screen, read documents and spine labels.
- Hearing ability to discern voice and audible tones with some background noise in order to answer the telephone and customer inquiries.
- Physical ability to push/pull fully loaded book carts weighing up to 100 pounds.
- Ability to empty the drop box.
- Lift and carry stacks of books, materials and delivery bags weighing up to 40 pounds.
- Lift and/or move items which vary in weight, size, and shape and which could be located from floor to overhead level and may involve climbing and balancing; bending, stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity and keyboarding/PC skills to effectively access information on the computer.
- Ability to stand or sit for prolonged periods.
- Ability to shovel snow and clean library spaces, if needed.
- Working conditions may include exposure to books and other materials that may contain molds, mildews and dust.
- Ability to travel to various training workshops.

Personal Qualities

- Strong public service attitude with an understanding of the importance of good customer service.
- An approachable, friendly and professional demeanor.
- Honest, hardworking and dependable with a strong sense of responsibility.
- Ability to think problems through to resolution using logic and common sense.
- Possess the interpersonal and communication skills to interact with staff and patrons in an effective and courteous manner.
- Maintain a positive attitude that is open to direction and a willingness to learn.
- Ability to work cooperatively with the Library Director, staff and public.
- Ability to multi-task, manage time and organize work to increase productivity under minimal supervision.
- Ability to handle confidential and sensitive information in an appropriate and secure manner.
- Detail oriented with excellent memory and knowledge retrieval skills.
- Willingness to adjust schedule to meet library needs.