

## Children's Librarian Qualifications and Requirements

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 ability to work cooperatively in a team environment.

### **HOURS AND LOCATION**

25-30 hours per week. This position requires some evening and Saturday hours. Work may be assigned at Sanilac District Library, the CPS Elementary or CPS High School library branches.

### **WAGE & BENEFITS**

- Starting wage of \$13 per hour. The wage may be adjusted to be commensurate with work experience and/or education.
- 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 30 or more hours per week are entitled to:
    - One week prorated sick/personal/business time.
    - One week prorated vacation time.
    - Holiday bonus.
  - After five years, staff who work 30 or more hours per week are entitled to Longevity pay.

### **RESPONSIBILITIES**

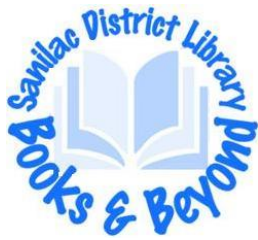
The Children's Librarian plans and implements programs for children within the guidelines established by the Library Director and provides excellent customer service to library users of all ages. See SDL's Children's Librarian Job Description for more details.

### **QUALIFICATIONS**

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

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 resources. The employee is expected to maintain skills in order to continually upgrade to meet changing job conditions and technology 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 resources, Microsoft Office applications and the ability to teach others these same skills.
- Knowledge of library methods and techniques 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, review documents and read 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, visual acuity 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. Staff members serve as the link between library resources and the patron. It is important that employees be approachable, friendly but professional and to communicate effectively with people to maintain favorable public relations.
- Honest, hardworking and dependable with a strong sense of responsibility.
- Ability to think problems through to resolution using common sense and logic.
- Possess the interpersonal and communication skills to interact with staff and patrons in an effective and courteous manner.
- Positive attitude that is open to direction.
- Ability to work cooperatively with the 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.
- Excellent memory and knowledge retrieval skills.
- Willingness to adjust schedule to meet library needs.