

Children's Librarian – Salida Regional Library

Application deadline: June 27, 2024

Position starts: August 26, 2024

Direct Supervisor: Library Director

Pay/Benefits: FT 40 hours/week

Starting \$24.00/hr DOE

Matching 401k, PTO, Health Insurance

Job Description

We are seeking a Children's Librarian to perform professional duties including collection management, programming for children and families; answering reference, readers' advisory and technology questions; planning and implementing programs; and additional functions in specialty areas of responsibility. May require some evening and weekend hours. Reports to the Library Director. (List of specific duties attached)

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Implements, promotes and evaluates in-person story times, youth programming.
- Provides customer service, technology assistance and reader's advisory for children and their families from diverse backgrounds.
- Guides library patrons in the effective use of library services and resources.
- Responsible for collection development including purchasing, cataloging, evaluating and weeding items.
- Utilizes technology and various applications daily for programming, marketing, and administrative duties.
- Serves as a liaison on different cross community boards, district and Town committees.
- Connects patrons to necessary community resources available for and related to children.
- Serves as part of a collaborative, effective team: acts as a staff resource in area of specialty; creates statistical reports; participates in strategic planning and work plan creation and implementation.
- Creates marketing materials (in collaboration with program promoter), web content and displays to promote library programs and services.
- Recommends budget, equipment and supply purchases.
- Performs other duties as required and necessary to ensure the success of the organization.

KNOWLEDGE, SKILLS and ABILITY

- Knowledge of how to maintain a collection; collection development including purchasing, cataloging, evaluating and weeding items (training will be provided to right applicant)
- **Ability to communicate effectively and efficiently with supervisor and staff both verbally and in writing.**
- Ability to consistently promote, work, and act in a manner in support of the Library's and Town's vision, mission and values.
- Knowledge of standard library operating procedures, methods and philosophies.
- Background and knowledge of literature, media and library services to young people.
- Ability to work with and relate to children of all ages, identities and backgrounds and their caregivers.
- Strong customer service skills.
- Ability and experience in providing story times, programs and public presentations to groups of varying ages.
- Knowledge of various reading levels and materials for youth.
- Working knowledge of the library's computer system and the Internet.

- Ability to use computer software to prepare materials for marketing and promotion (as needed).
- Ability to establish effective working relationships with library and town coworkers.
- Ability to perform job duties during relaxed or stressed activity levels within the library.
- **Ability to work independently, multi-task, meet deadlines and to constructively problem solve.**
- Ability to find and perform tasks during slow times.
- Ability to incorporate Equity, Diversity, and Inclusion in all operations; demonstrates cultural sensitivity working with patrons, coworkers, and the community.
- Welcomes diverse populations, including but not limited to cultural, racial, economic, and ethnic diversity.

CORE COMPETENCIES

- Service, Communication, Collaboration, Integrity, Professionalism, Innovation, Safety, Technology, Access, Honoring the Public Good, and Job Knowledge.

WORKING ENVIRONMENT

- Incumbent will work in a dynamic public library environment with extensive public contact; including explaining displayed information and directing customers to shelf locations and answering questions.
- Set a Full-time schedule, with some flexibility requiring some evening and weekend hours.
- Work is generally performed in an indoor library environment, with some outside times, weather permitting.
- Subject to interruptions, working with children and sudden stressful demands.

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to access and visually scan the library computer and staff screens.
- Must be able to position or move materials on varying height shelves for extended periods of time.
- Must be able to move library carts weighing more than 50 pounds across a carpeted floor.
- Must be able to kneel, sit on the floor and get up from the floor.
- Must be able to manipulate visual materials during story times.
- Ability to stand, sit, walk, talk, reach with arms and hands, have good manual dexterity, use hands and fingers to operate a computer and telephone keyboard, handle or feel, hear alarms/telephones/normal speaking voice.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- Moderate physical activity required by moving and positioning objects up to 50 pounds occasionally and/or up to 20 pounds frequently.

Additional Info & Requirements

Experience

- Three (2-3) years of progressively responsible library or related field experience required. This is in addition to any years used to satisfy the education requirement.
- Experience providing customer service to diverse individuals and groups is preferred.
- An equivalent combination of post-secondary education and experience may be substituted for the degree on a year for year basis.
- Understanding of library management and collection management processes.

Education

- A Master's Degree in Library Science (MLS), Library and Information Science (MLIS) or in related fields such as Public Administration, Education, or Social Work is preferred but not required. Previous library experience as well as supervisor experience will be considered.

Additional Requirements/License/Certifications

- Must have reliable transportation.
- Must be able to provide documentation that proves eligibility to work in the United States without sponsorship.

The deadline to submit applications is June 27, 2024. Please note, Salida Regional Library will conduct ongoing screenings of applications on a first come, first-serve basis; as soon as we determine to have a qualified pool of applicants, this position may close quickly and without notice.