

## **CHILDREN'S SERVICES LIBRARIAN**

### **Definition:**

Under general supervision performs a variety of professional library work related to services for children and those providing services to children; provides reference and reader advisory services; provides customer service at a public desk and in the stacks; assists children and others in the use of library equipment, facilities, materials and services and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Interacts with the general public, guides the reading interests of a wide variety of library patrons, particularly children, and answers patron inquiries.

Provides expertise in library related children's services and children's literature.

Conducts reference conversations to assess the information needs of juvenile patrons.

Plans and conducts story hours and other library programs to include community liaison/outreach services to community groups and schools.

Advises and assists a variety of patrons in the use of library services, tools, equipment and electronic references/sources.

Performs or assists with the performance of planning, organizing and implementing the work related to children's services.

Selects new materials and assists with collection development.

Explains and applies library policies and procedures to patrons and staff.

Accesses and retrieves information for patrons and staff as requested.

Participates in the compiling of activity reports and statistics.

Monitors/coordinates the work of staff as assigned.

Visits school and other sites to promote library interest.

Assists in maintaining the Children's Library in a quiet, safe and orderly condition.

Creates exhibit displays and crafts; uses a glue gun, paper cutter and related art tools and materials.

Operates a personal computer and uses applicable software to generate specialized library material and related items.

Opens and/or closes and secures the library/library facilities as assigned.

Lifts and moves boxes of books, supplies and other items weighing 30 pounds or less and pushes/pulls a loaded book cart.

Makes oral and written presentations.

Drives a vehicle on City business.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

Monitors and is responsible for library building operations as assigned.

**Class Characteristics:**

Children's Services Librarian is a multi-incumbent class at the journey level. Incumbents perform the full range of professional duties as assigned. Duties require exercising judgment and initiative and are performed under limited supervision. Children's Services Librarian is distinguished from the class of Senior Librarian by the Senior Librarian's higher level of responsibility and from the other librarian classes by the Children's Services Librarian's special focus on serving the needs of children.

**Contacts and Relationships:**

A Children's Services Librarian establishes and maintains contact with staff in the Library. Additional contact will occur with the public, library patrons (particularly children in the preschool through 8<sup>th</sup> grade age range) library vendors and performers.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

**Knowledge of:**

Children's literature, reading, interest levels and types of applicable books and authors.

Library organization, policies/procedures, methods, functions, practices and terminology.

Principles and practices of library science.

Children's Services reference sources and methods and standard print and non-print related work.

English usage, spelling, grammar and punctuation.

Customer service techniques and techniques/methods of working with children.

Computer applications related to area assigned.

**AND**

**Ability to:**

Perform responsible library duties.

Visit school sites and provide community liaison/outreach services to community groups and schools.

Communicate effectively orally and in writing.

Make oral presentations to a variety of individuals and groups, particularly children.

Prepare and present material to various audiences in an outreach setting/format.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain effective relationships with those contacted in the course of work.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:**

Bachelors Degree in any major and a Masters Degree in Library Science from an accredited college or university.

**AND**

**Experience:**

One year of professional library experience to include some experience with library-related children's services.

**Special Requirements Include:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule including weekends and evenings to accommodate City needs.

Must be able to successfully pass a background investigation related to working with children. Fingerprinting is required.

**Other:**

Bilingual ability may be preferred for some positions.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office, a library/public counter environment and on-site in a school setting. An incumbent drives a vehicle on City business, uses a computer, keyboard and related equipment, sits, stands, walks, kneels, crouches, twists, reaches, bends, grasps, lifts and moves boxes of books, library equipment, supplies and related items weighing 30 pounds or less. An incumbent pushes and/or pulls a loaded book cart, uses a step stool, glue gun, paper cutter and related craft materials and will be exposed to book dust. An incumbent assigned to the Bookmobile climbs stairs into the Bookmobile and will be is exposed to diesel fumes. An incumbent must be able to meet the physical requirements of the series and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt - Professional.

Established July 2005 from Librarian

Revised February 1997