

Newbury Public Library Children's Librarian

September 2019

Position Purpose:

The purpose of this position is to provide programs and collection advice for children served by the Newbury Public Library. This work is accomplished by anticipating, discovering and working to meet the information and library needs of newborns through grades 12 and their parents.

Supervision:

Received:

The Children's Librarian works under the policy direction of the Newbury Library Board of Trustees and under the supervision of the Library Director, with latitude for independent judgment and action.

Essential Functions:

- Plan and oversee the implementation of library programs for children, including a weekly preschool story hour for children up to kindergarten age, with parental attendance; afterschool programs, a summer program for children K-5 and teens, and family vacation programs. Slightly younger and older children may attend from time to time. Keep statistical records for children's programs and attendance.
- Work with the Library Director to develop a budget for children's programs and to determine supplies, equipment and materials needed for the children's activities. Prepare all materials needed for programs.
- Advise the Director on other programs for children that can be hosted by the library, including programs from professional presenters and promote to local organizations and businesses.
- Promote programs by creating flyers and sending press releases to area schools, media, and web page.
- Maintain a creative and engaging space for children by organizing the children's room and creating interactive bulletin boards and book displays monthly.
- When needed, answer reference questions about children's materials from parents and the public.
- Work with the Assistant Director to keep the Library's collection of children's materials current. Advise the Assistant Director regarding purchases and weeding of materials.
- Keep abreast of current trends in library services for children.
- Serve as an advocate for the Library among the public, the Trustees and other town/school officials and organizations.

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- Attend conferences and participate in professional development opportunities as initiated by self or suggested by the Director.
- Duties also include shelving and shelf reading, readers' advisory, circulation and other duties as assigned.

(The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. No priority is intended in the order of these functions.)

Workplace Responsibilities:

- Work is performed under typical library conditions; the noise level is moderate. Children's enthusiasm may raise the noise level from time to time. Essential functions are regularly performed without exposure to adverse environmental conditions.
- Treat all children fairly; encourage all children to participate; use sound judgment when dealing with children who may be experiencing emotional and behavioral difficulties.
- Apply appropriate judgment, discretion and professional office protocols to all library confidential information.
- May serve as sole librarian on duty at times and will take responsibility for all library operations during that shift.

Recommended Minimum Qualifications:

Education, Training and Experience:

- Bachelors degree, and experience is highly valued.
- Experience with children and children's programs, in a school, library or community center setting; knowledge of children's literature; or any equivalent combination of education, training and experience, that provides the requisite knowledge, skills and abilities for this job.
- Experience with Wordpress and Canva a plus.

Knowledge:

- Children's literature; child behavior. Knowledge of circulation desk procedures preferred.
- Knowledge of standard library procedures, current information technology, and database search capabilities.
- Knowledge of and interest in current trends in library services for children and young adult literature and other materials for youth.

Physical Requirements:

- Tasks require the ability to read aloud to a group and to exert light physical effort in sedentary to light work. Work may involve some lifting, carrying, pushing and/or pulling

of objects and materials of light weight (up to 25 pounds). Vision and hearing at, or correctable to, normal ranges are necessary. Must be able to communicate verbally.

- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Necessities of the Job

- Library operating hours may require evening and weekend work.
- Regular attendance and punctuality at the workplace are required.
- The Children's Librarian will be regularly scheduled to work at the circulation desk.
- Perform similar or related work as required, directed or as the situation dictates.
- Hiring is contingent upon a criminal background check.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)