

City of Claremont, New Hampshire

Position Description

| | | | |
|------------------------|----------------------|----------------------------|----------|
| Position Title: | Children's Librarian | Union/Merit: | Merit |
| Reports to: | Library Director | Grade Level-Points: | 8 - 480 |
| Department: | Library | Revised/Updated: | 04/10/05 |
| FLSA Status: | Exempt | | |

Job Summary

Proactively plans, organizes and delivers services in the Children's Room. Performs managerial duties related to library operations, outreach programs and special activities. Continually seeks and finds ways to promote increased use of the Children's Room. Works with school librarians, community groups to develop and expand children's services.

Activities and assignments are diverse, involving a broad range of professional practices, methods and principles. Duties consist of evaluation and developing services for children of all ages; integrating individual, parental, and school interest and needs; planning and developing materials for children's programs; selecting materials and maintaining the collection; and developing goals and policies for the children's program. Internal library procedures manual and standard occupational tools are available, but for major aspects of the work, incumbent must use professional standards and practices as guides. The work performed is subject to review through observation, reports and the results achieved.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Trains and supervises all personnel working in the Children's Room. Documents staff performance as appropriate and formally evaluates staff annually.
2. Maintains updated library policies and procedures manual in a location accessible to staff. Keeps staff informed of changes.
3. Selects books, magazines, AV materials, software, puppets, puzzles, and games for children. Consults with cataloger on location of materials; evaluates collection annually for balance and comprehensiveness.
4. Cooperates with nursery school operators, teachers, scout leaders, home-schoolers, and other community leaders to promote literacy and library use. Conducts orientation visits and in-depth research assignments for all groups.
5. Develops and conducts a variety of library programs for children of all ages which includes the annual state sponsored summer reading program and special programs using outside resources.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The use of an 8 hour day is to show the typical condition requirements for sitting walking and standing and should not be construed that all jobs are 8 hours.

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6. Promotes and publicizes the services, programs, and resources of the children's room. Organizes book displays, prepares book lists, flyers, and other public relations materials. Writes press releases detailing children's programs and activities.
7. Responsible for weeding juvenile collection annually.
8. Responsible for the general maintenance and appearance of the children's area and verifies that all equipment is working properly during work time.
9. Pursues and applies for grant and endowment money/opportunities for children's programs, equipment, and supplies.
10. Responds to library users' requests, suggestions and complaints.
11. Maintains records of activities and prepares reports for the City Librarian, as requested.
12. Provides reference and reader's advisory services to patrons as needed.
13. Performs other related responsibilities as necessary such as circulation.
14. Keeps informed of trends in children's literature, library services and issues affecting children. Attends professional workshops and conferences.
15. Practices good customer service relations.
16. Operates PC, photocopy, fax, micro-film machine and other basic office machines and keeps equipment clean and filled with paper and other supplies.
17. Promotes any book discussion or program going on at the library.
18. Provides coverage in other areas of the library in emergencies, necessitating full knowledge and understanding of circulation and reference procedures.
19. Maintains familiarity with and executes safe work procedures associated with assigned work.
20. Performs other related duties as assigned.

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Peripheral Duties

Perform the duties of subordinate personnel as needed.
Analyze and recommend improvements to equipment and facilities, as needed.
Participate in various committees.

Desired Minimum Qualifications

Education and Experience:

Master's Degree in library/information science from an ALA accredited college or university, and one year related experience; *OR*; any combination of education, training and experience that provides the knowledge, skills and abilities required for the job.

Computer and typing skills required.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of supervision, training, and performance evaluation.
- Principles and practices of marketing.
- Basic budgetary principles and practices.
- In-house library collection as well as electronic and web based information resources.
- Client groups and the community as a whole and its various needs
- Trends relating to publishing, computers and media
- Public relations and customer service.
- Concepts, principles, tools, practices and techniques of library science to assist patrons with locating specific and general information.
- Modern office methods, procedures, equipment, and standard clerical techniques.
- Word processors or computers, computer hardware and peripheral devices as well as computer usage and applications including software programs and databases.
- Techniques of effective time management.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Record keeping, report preparation, filing methods and records management techniques.
- Thorough knowledge of circulation procedures.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

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- Read, analyze, and interpret professional periodicals and journals.
- Speak effectively before public groups and answer questions.
- Learn and use the library's automation system, online products, CD-ROMS, and PC applications.
- Work independently and as part of a team.
- Communicate effectively orally, in writing, and by listening
- Follow through on assignments with accuracy.
- Use independent judgment.
- Be a self-starter.
- Keep patron confidentiality and establish patron trust.
- Work a flexible schedule including evening and weekend hours.
- Establish and maintain effective working relationships with others.
- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

Skill in:

- Tact, discretion, initiative and independent judgment.
- Communicating clearly and effectively, both orally and in writing.
- Reference interviewing techniques.
- Preparing reports and correspondence.
- Compiling statistics and analyzing data
- Researching and compiling a variety of information.
- Database searching.
- Independently organizing work, setting priorities, and following up assignments.
- Planning, organizing, assigning, directing, reviewing, and evaluating work of those supervised and providing leadership.
- Formulating goals, objectives, and methods of evaluation for services.
- Formulating goals, objectives, and methods for developing training material.
- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

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- Using computers to create and manage files, records, spreadsheets and databases and to enter and retrieve information.
- Operating general office equipment.
- Understanding and carrying out complex written and oral instructions.
- The use of the tools and equipment listed below.

Supervision Received

Incumbent works under the direction of the City Librarian. Incumbent performs most assignments independently following established procedures. On some days and evenings the incumbent is in charge and handles all inquires and oversees the functioning of the library.

Supervision Exercised

Oversight responsibility for up to 3 part time personnel at any one time.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

None Required

Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, microfilm/fiche reader, telephone, typewriter, calculator, copy machine, and fax machine, Bar-Code Reader, CD-ROM etc

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/insertor, microfilm/fiche reader, computer mouse.

Typical Work Environment: Inside: 99% Outside: 1%

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Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc. Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt and the like.

The incumbent's working conditions are typically moderately quiet. The incumbent's working time may require weekend/evening hours. The incumbent must work in summer heat without air conditioning.

In the summer months with doors and windows open the noise level from the streets can become very loud. Since doors and windows are open, there is a daily accumulation of additional dust and dirt in the library. Also, during periods of heavy activity the noise level can be loud.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

| | |
|-------------------------------------|-----------------------|
| <u>LIFT up to 10 lbs.:</u> | Frequently required |
| <u>LIFT 11 to 25 lbs.:</u> | Frequently required |
| <u>LIFT 26 to 50 lbs.:</u> | Occasionally required |
| <u>LIFT over 50 lbs.:</u> | Not required |
| <hr/> | |
| <u>CARRY up to 10 lbs.:</u> | Frequently required |
| <u>CARRY 11 to 25 lbs.:</u> | Frequently required |
| <u>CARRY 26 to 50 lbs.:</u> | Occasionally required |
| <u>CARRY over 50 lbs.:</u> | Rarely required |
| <hr/> | |
| <u>REACH above shoulder height:</u> | Frequently required |
| <u>REACH at shoulder height:</u> | Frequently required |
| <u>REACH below shoulder height:</u> | Frequently required |
| <u>PUSH/PULL:</u> | Occasionally required |

OTHER PHYSICAL CONSIDERATIONS

| | |
|-------------------|-----------------------|
| <u>Twisting:</u> | Frequently required |
| <u>Bending:</u> | Frequently required |
| <u>Crawling:</u> | Occasionally required |
| <u>Squatting:</u> | Frequently required |
| <u>Kneeling:</u> | Frequently required |
| <u>Crouching:</u> | Frequently required |
| <u>Climbing:</u> | Frequently required |
| <u>Balancing:</u> | Frequently required |
| <u>Grasping:</u> | Frequently required |
| <u>Handling:</u> | Frequently required |
| <u>Torquing:</u> | Frequently required |
| <u>Fingering:</u> | Frequently required |

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DURING AN 8-HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

| | <u>Consecutive Hours</u> | <u>Total Hours</u> |
|-------|--------------------------|--------------------|
| Sit | 1 2 3 4 5 6 7 8 | 1 2 3 4 5 6 7 8 |
| Stand | 1 2 3 4 5 6 7 8 | 1 2 3 4 5 6 7 8 |
| Walk | 1 2 3 4 5 6 7 8 | 1 2 3 4 5 6 7 8 |

Cognitive and Sensory Requirements:

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and information.
- Sight: Necessary for performing job effectively and correctly.
- Tasting & Smelling: Not required for the performance of the functions of this position.

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