**WAYNE COUNTY PUBLIC LIBRARY**

**JOB DESCRIPTION**

**INCUMBENT:**

**EFFECTIVE DATE:**

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**POSITION DETAILS:**

 Position Title: Children’s Librarian

 Reports To: Children’s Services Manager

 Position Type: Hourly, Non-Exempt

 Full Time/Part Time: Full-Time

 Pay Grade: 12 Starting Wage: $14.91

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**QUALIFICATIONS:**

* Master's degree in library science (American Library Association accredited school required). Students pursuing an ML(I)S degree may be considered.
* Candidates must pass a criminal and educational background check and comply with drug-free workplace policies.
* Must possess and maintain a valid and insurable Ohio driver’s license with an acceptable driving record.

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**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

* Ability to work a flexible schedule, including evenings and weekends.
* Demonstrated knowledge of customer interest levels, Library materials, programs and services.
* Demonstrated ability to plan and conduct programs for Library customers.
* Ability to present Wayne County Public Library in a positive manner at all times.
* Ability to work efficiently, independently and make sound decisions.
* Polite, attentive, flexible, team oriented, and exuberant customer service to other departments and the public.

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**ESSENTIAL FUNCTIONS:**

**Illustrative Duties:**

* Provides direct reference and reader’s advisory service to the public, in person and over the telephone. Assists patrons in locating library materials. Enters reserve and interlibrary loan request for patrons, schools and organizations. Directs patrons to appropriate areas of the library. Assists patrons in using library equipment. Schedules, prepares, circulates and disassembles kits. Prepares teacher and homeschooler loans. Records title and subject requests and compiles statistics. Registers patrons for story hours. Takes computer reservations. Conducts library tours as required.
* Develops, coordinates and conducts story times on and off site. Assists with the preparation and presentation of programs and special events. Plans and prepares crafts for programs. Prepares and presents book talks. Publicizes programs and services. Assists with the preparation and presentation of the Children’s Summer Reading Program including: serves on Summer Reading Club committee; visits schools to promote summer reading club; selects, orders and monitors distribution of prizes; assists with games and activities; evaluates programs and submits reports.
* Maintains working knowledge of the children’s collection and services available. Reads reviews and other information resources. Maintains assigned areas of the children’s collection by selecting appropriate materials for selection and evaluating older materials for retention. Weeds assigned sections of the collection and evaluates dated, damaged or worn materials and discards as needed. Collects data and compiles reports as needed. Creates displays to enhance the Library collection and to promote library materials. Composes bibliographies, book/media reviews, library user guides.
* Keeps abreast of current trends and techniques in library service and emerging technologies. Participates in and assists with staff development activities including workshops, committees, meetings and continuing education classes. Preserves confidentiality of patrons and conveys nonjudgmental attitude toward patrons.
* May work in other units within the department or library as needed.

**Other Duties:**

* Participates in activities of professional and related organizations.
* Performs additional duties as assigned.

*NOTE: This position description states the nature and level of assignments normally given in this position; this list of tasks is not exhaustive.*

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The following physical demands are typically exhibited by position incumbents performing this job’s essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job’s essential duties because of an ADA disability.

* Moderate manual dexterity for basic computer work.
* Moderate visual strain involved in the use of printed materials, computer screens, and reports.
* Must be able to sit or stand for long periods of time throughout the workday.
* Verbal communications with others in person and by telephone.

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**SCHEDULE:**

Work Schedule: To be determined by Children’s Services Manager

Normal hours will be daytime, evenings, and some weekends, depending on library needs.

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**ACKNOWLEDGMENT:**

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Wayne County Public Library. To perform this job successfully, an employee must be able to satisfactorily perform each essential work task listed above. Reasonable accommodations will be made for disabled persons covered by the Americans with Disabilities Act (ADA) in accordance with its requirements.

I have read this position description and acknowledge my understanding of the requirements set forth therein. I hereby accept the position of Bookmobile Manager. I agree to perform the identified Essential Functions and Other Duties in accordance with the established policies, procedures, and standards of the Wayne County Public Library. I understand that this description does not constitute a contract.

Print

Date

Signature

Manager Signature

Date

***EQUAL OPPORTUNITY EMPLOYER***