

CHILDREN'S DEPARTMENT COORDINATOR (updated)

Pay Grade: \$28,000 - \$38,000 (full time) Commensurate with experience and education

Benefits: Hospitalization, dental, vision available; paid vacation and sick leave, OPERS retirement

Hours: Forty hours per week, evenings and Saturdays may be scheduled as needed

Department: Children's Department

Job Mission: To supervise, direct and maintain the Children's Department and to provide program planning and direct circulation and reference assistance to patrons

Job Requirements:

1. Bachelor's Degree, MLS preferable or equivalent in experience
2. Experience in supervision, scheduling and training Library staff
3. Experience in planning and presenting appropriate children's programming
4. Experience in dealing directly with Library patrons (both children and adults)
5. Ability to deal with basic computer hardware and software
6. Ability to present a positive, friendly and professional image to patrons and staff
7. Ability to work with and without direct supervision
8. Ability to work and plan with management team
9. Physical ability to work at circulation desk and provide reference assistance to patrons

Job Description:

1. Maintain, supervise and schedule staff for children's public circulation desk and programs
2. Plan for and execute the department's collection development
3. Train new staff and provide continuing education for current staff
4. Coordinate and maintain all appropriate circulation and departmental reports
5. Supervise and perform the general operations of the department to include the computer system, reference, circulation, and programming to include the summer reading club, story times, puppet shows and other programs as assigned
6. Maintain appropriate patron behavior in the lower level
7. Maintain and coordinate circulation and automation systems
8. Supervise and coordinate various literacy programs
9. Coordinate and procure appropriate supplies and other materials
10. Provide direct assistance to patrons as needed
11. Coordinate with the Library management team in general Library development, organization, operations and planning
12. Attend and participate with the Library Coordinators' Committee as well as with other Library committees as assigned
13. Participate in community/school committees/programs as appropriate
14. Perform other tasks or committee assignments as directed

Updated 09-23-21