

Westfield Washington Public Library

TITLE: Children's Librarian

Reports To: Assistant Director of Public Services

Status: Librarian II – Staff – Professional – Non-Exempt

Pay Grade: 6

General Summary: The goal is to establish relationships with library patrons as well as community partners to create a well-connected community, enriching the lives of Westfield's children. The Children's Librarian will interact directly with children, their parent(s), guardians, or childcare providers who attend in-person programming or outreach events. The Children's Librarian will enhance the Children's Services Department by promotion of services and all programs provided by the department and the library. They will connect these children's programs and activities with literature and initiatives in the Children's Services Department, to ensure quality programming, daily maintenance and operational needs of the Children's Services Department.

Principal Duties and Responsibilities

1. Greets patrons in a friendly manner and provides good customer service to library users and promotes good public relations for the Children's Department and the Library.
2. Responsible for all Collection Development: collection maintenance, and promotion of various areas of the Children's Services collection, including: JF, JNF, JLC, Library of Things, Wonderbooks, Launch Pads, AV, and Award Books. Maintains the Automatically Yours List for the Children's Collection, using the vendor Baker and Taylor.
3. Assists with Children's Collection Management, working with the Assistant Director of Public Services:
 - a. Checks in New Children's Books, maintains the display of those books, and maintains the three-month moratorium of those books.
 - b. Assists with shelf lists inventory, weeding, Missing, Lost, various Evergreen Reports, and Temporary Unavailable Reports for the Children's Collection.
 - c. Helps maintain and count the return of Library of Things by inventorying items.
4. Performs preparation and planning work for weekly Story Time sessions according to the library's Event Calendar, assists with creating Story Time events for day care centers, other Children's Outreach locations, and the library's Baby Love sessions.
 - a. Adds those events and Story Times to the Library Market Events Calendar and the PR spreadsheet for monthly and annual reporting purposes.
 - b. Participates in all Children's Outreach Story Times.
5. Assists or participates with all Community Outreach Events coordinating with Westfield Washington Township, Westfield Parks and Recreation, Westfield Welcome or other designated community entities; for example, Rock the Block, StoryWalk, Cuisine Connect Culture event, etc.
6. Maintains a constant inventory awareness of the Maker Space/Craft Room Closets and orders supplies for Children's Programming and Children's Outreach events as needed.
 - a. Weekly organization and cleaning of the two closets after Story Time and other events or programs.
 - b. Oversees and maintains the cleanliness, both before and after programs, in the Maker Space.

7. Promotes good public relations for the Children's Department and the Library. In advance to deadlines, compiles a Story Time Activities Calendar of information, into an organized format, which will eventually be communicated or submitted to the library PR Manager, in a timely way.
8. Assists with various clerical facets of Children's Services, including activity sheets for patrons, assisting with Homeschool activities, submitting a Monthly Report of activities to the Assistant Director of Public Services, and responds to programming emails and patron's requests or issues.
9. Assists with various facets of the Summer Reading Program. Attends monthly SRP planning sessions, creates thematic summer programs and helps coordinate with other department's programs, assists with local SRP donor lists and business site-visits.
10. Assists with all children's, teen, and adult programming when necessary for collaborating library wide programs and events.
11. Creates library displays for the Children's Department flat library display case, the All-Library Display areas, as well as other departmental locations, for assigned or celebrated displays, and promotional features within the library and above shelving as needed.
12. Attend Quarterly Staff Meetings, Departmental Meetings, and serve on the Programming Committee.
13. Participate in professional organizations, conferences, continuing education seminars and webinars to keep up-to-date on professional library practices as they relate to the library and recertification guidelines and deadlines.

Secondary Duties and Responsibilities:

1. Follows library policies and procedures.
2. Knows how to use a variety of necessary library equipment.
3. Perform other duties as assigned by the Assistant Director of Public Services.
4. Assists with minor public computer problems in the Children's Department.
5. Serve on library committees when necessary.

Requirements:

1. Master's Degree in Library and Information Sciences (MLIS) from an ALA accredited college or university.
2. 2-3 years previous library experience preferred.
3. Experience with children of all ages.

Skills Required:

1. Knowledge of the principles of good customer service and effective public relations as they relate to the Children's Services Department.
2. Interpersonal and communication skills necessary to interact and deal tactfully with the public, your work team, and other staff members, with an emphasis on children and their caregivers.
3. Ability to learn new tasks and adapt to a changing work-flow.

4. Broad knowledge of recent library systems, third-party collection management programs, in-house collection development management software, web-based programs, and reading apps for library materials.
5. Knowledge of recent children's library programming, children's supplies and equipment, with the ability to apply that knowledge into meaningful programs for school age children.
6. Ability to work independently and also as a creative team member in Children's Services.
7. Above average computer skills, including word processing, spreadsheets, and presentation software in a Windows environment, along with basic Internet research capabilities.
8. Proficiency and up-to-date knowledge of technologies as it relates to the position.

Physical Demands:

1. Ability to accurately read numbers and letters both in print and on screen
2. Ability to speak and hear the spoken word
3. Hand/eye coordination to operate computers and office equipment
4. Ability to bend and reach to retrieve and/or shelve materials
5. Ability to lift and /or move up to 20 lbs. and to manipulate loaded book carts and bins
6. Ability to work a varied schedule including day, evening and weekend hours

Working Conditions:

1. Normal office-type environment with little, if any, discomfort due to heat, dust, noise and the like.
2. Occasional travel to various library and community locations.