

**HENNESSEY PUBLIC LIBRARY
JOB DESCRIPTION**

**CHILDREN'S LIBRARIAN
Librarian I**

The Children's Librarian will organize and implement the child and youth services program of the library, performing tasks and accepting responsibilities, delivering library service to the community by answering requests for information and recreational reading, by promoting reading and computer use, as well as performing other library duties. The librarian will attend at least one continuing education workshop each year.

CREDENTIALS

1. Successful completion of high school curriculum or GED.
2. Registration in Oklahoma Department of Library's Institute in Public Librarianship or Level I Certification.
3. Prior library experience or prior experience working with children of all ages.

PREFERED OR TRAINABLE SKILLS

1. Prior experience working with Microsoft Office or similar programs such as Google Drive, Docs, and Sheets.
2. Prior experience working with smart technology, including Android and iOS phones, tablets, and other devices.
3. Clerical proficiencies, including typing, spelling, photocopying, emailing, faxing, and answering phone calls.
4. Basic math skills including decimals and percentages.

PROGRAMMING

1. Works with the library director to plan and participate in summer reading program by presenting at least 8 programs during the summer.
2. Plans and presents pre-school story hour.
3. Organizes and presents young adult activities throughout the year.
4. Works with school officials and/or local citizens to present two special emphasis programs per year.

BUDGETING

1. Proposes a budget for children's books and materials and present it to the Library Director for approval.
2. Maintains a materials list and submits an annual list of anticipated needs to the Library Director.
3. Inventories and requests purchases to complete the Caldecott, Newbery, and Sequoyah collections.

PUBLIC RELATIONS

1. Responsible for public relations pertaining to children and youth services within the library and the community.
2. Works with Library Director to create and maintain a youth page on the library website.
3. Stays informed of developments in the community by participating in activities of community organizations, agencies, clubs, and civic groups and actively promoting the library by presenting programs explaining children and youth services.
4. Merchandises materials and services in youth and children's areas of the library by creating attractive subject displays, displays of new materials and services, etc.

LIBRARY SERVICE

1. Compiles bibliographies on specific child or youth subjects at the request of patrons or educators and provide other research assistance to patrons as needed.
2. Utilizes child and young adult materials to answer reference questions in the library and by phone.
3. Prepares reading lists and bibliographies of special value to children or adults working with children's groups.

4. Works with other agencies serving children; i.e. schools, boy and girl scouts, day care centers, etc.
5. Instructs and assists patrons in use of technology and equipment.
6. Performs circulation duties at the circulation desk, including but not limited to: circulation of materials, reference, technology assistance, reader's advisory, and business services including printing, copying, emailing, and faxing.
7. Reshelves materials in the youth departments, as well as maintainance physical appearance of shelves, and children's spaces.

COLLECTION DEVELOPMENT

1. Engages in a regular and systematic weeding of the youth and children's collections, under the supervision of the library director, and in accordance with library policy.
2. Selects reference books for the youth and children's collections which will help in developing a current and comprehensive reference collection.
3. Maintains the special collections by suggesting replacing missing or worn titles, i.e. Caldecott, Newbery, Sequoyah, etc.
4. Reads shelves at least once each week to familiarize self with collection and facilitate location of books.
5. Assist in the evaluation of donated materials.

AUTOMATION

1. Catalogue new youth and children's books in the automated catalogue.
2. Withdraws deleted youth/children's titles from the automated catalogue.
3. Maintains familiarity with automated cataloguing and circulation procedures.
4. Attaches juvenile and YA records to the state union catalogue.

PROFESSIONAL

1. Complete the Oklahoma Institute in Public Librarianship program and achieve certification.
2. Attend a minimum of two continuing education courses each year.

PHYSICAL REQUIREMENTS

1. Must be able to maintain a stationary position 50% of time.
2. Must constantly operate office machines including calculator, computer, printer, copy machine, fax.
3. Must constantly fold and secure book jacket covers.
4. Must be able to lift 20-50 pounds daily.
5. Must be able to ascend/descend ladders and stairs.
6. Constantly must position body to work under tables, reach top and bottom shelves, and sit on floor.
5. Must be able to detect the presence of patrons and delivery persons both in the immediate vicinity and also in other rooms.