

Under the direction of the Director of Public Library, responsible for the operation of the Children's Department at the library.

Duties

Evaluate the library's program of services to children; make recommendations on program and service changes and improvements to the Director. Oversee the general environment of the Children's Department; rearrange materials, as necessary, to maintain an orderly, smoothly functioning department; and troubleshoot computer and other equipment when necessary.

Advise and assist children, parents, and teachers in selecting, locating and utilizing library resource materials through knowledge of print materials, the computerized catalog, electronic databases, the Internet, and CD-ROM products. Instruct school-age children in library use, including the Minuteman Library Network and other database usage, and visit school classes upon request.

Plan and conduct programs for children, including storytimes, reading clubs, vacation programs, etc. Prepare and present programs for private schools and community groups upon request. Prepare all internal and external publicity for programs.

Manage annual materials budget for the Children's Department. Evaluate, review and select department's collection of materials (books, periodicals, videocassettes, audiocassettes, books-on-tape, compact discs, CD-ROMs, etc.). Adjust budget to encompass new materials and formats, as they become relevant. Periodically evaluate collection and select items to be weeded.

Catalogue all children's books.

Participate in the hiring process for Children's Department personnel. Train and supervise Children's Department personnel (professional, support, pages, volunteers); schedule staff (following budget guidelines), provide assistance to staff as needed. Train new employees in all aspects of their duties—computer programs, network rules, library and department policies and procedures, etc.

Submit monthly and yearly statistical reports to the Director and Trustees regarding circulation, reference, programming, etc. Keep Director informed of any problems, concerns, patron comments, etc.

Write publicity to promote the services of the Children's Department.

Actively participate in professional library network committees and activities, including the Minuteman Library Network Children's Roundtable and other appropriate Minuteman committees. Attend professional meetings, seminars, and continuing educational opportunities; join community groups and attend meetings when relevant.

Perform other duties as required.

Basic Knowledge:

Position requires a Masters Degree in Library Science.

Experience:

Position requires three years of professional library experience, including previous work with children and increasing supervisory responsibilities.

Independent Action:

Functions independently within the scope of established library policies and goals, referring, personnel decisions and policy revisions to the Library Director.

Supervisory Responsibility:

Provides supervision for up to three FTEs, plus two volunteers (17 individuals).

Physical and Environmental Standards:

- **Environment subject to constant public traffic volume, noise from children's activities, and odors associated with young children.**
- **Constant interruptions to assist citizens.**
- **Extended periods at terminal, on telephone, or operating other office machines requiring eye-hand coordination and finger dexterity.**
- **Regular lifting and carrying of library materials, plus files, documents, records, etc.**
- **Some travel by personal automobile to neighboring towns.**
- **Evening and weekend work required.**
- **Frequent standing, walking, bending, reaching.**