



Job Title	Children's Librarian
Department	Free Public Library
Employment Status	Full-Time
FLSA Status	Exempt

Scope of Work

Under the direction of the Children's Supervisor, the Children's Librarian will perform a variety of activities as an information resource to the community and plan and execute Children's Programs.

Received	Children's Supervisor
Exercised	Provide guidance to Children's Room staff and volunteers in the absence of the Children's Supervisor.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Advise and assist patrons, both children and adults, in selecting, locating, and utilizing library resource materials through knowledge of print materials, the computerized catalog, electronic databases, and the Internet, instructing patrons in the use of these resources.
- Assist patrons with the ever-changing variety of library equipment, including tablets, AWE computers, game tables, Chrome books, laptops, Science, Technology, Engineering, Art, and Math (STEAM) resources, and other technologies, as they are introduced.
- Provide answers to patron's questions, both ready reference or in greater bibliographic depth, provide reader's advisory services, place holds for patrons, and provide information to patrons on library policies, activities, facilities, rules, and services.
- Establish, plan, and execute children's programming that will support the library's Long-Range Plan.
- Evaluate, weed, and develop assigned sections of the Children's Room Materials Collections.
- Assist the Children's Supervisor in providing outreach programs, services and library tours to local schools, preschools, and community organizations.
- Work with the Children's Supervisor to coordinate volunteer activities.
- Update and maintain the Children's Department web page, assisted by another Children's Department team member.
- Create and organize book lists and displays.
- Assist in processing library materials for circulation.
- Actively participate in professional library network committees and activities, including appropriate Minuteman Library Network committees and roundtables. Attend professional meetings, seminars, and continuing educational opportunities as they arise.

- Assume responsibility for the Children's Room in the absence of the Children's Supervisor.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

- Position requires a master's degree in Library and Information Science.
- Position requires 1-3 years' experience in professional library children's service, children's programming experience is a plus.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Knowledge of children's literature and integrated library systems. • Knowledge of coding and Science, Technology, Engineering, Art and Math (STEAM) activities and materials are desirable. • Knowledge of Create Lists
Ability to	• Utilize social media to promote the Children's Department programs and services. • Be flexible and adaptable.
Skill in	• Excellent customer service, communication and interpersonal skills. • Working both independently and as a member of the Children's staff team as needed. • Collaborating with Children's Supervisor, Children's staff and co-workers from other library departments on ideas, projects and programs. • Possessing good judgement and problem-solving skills.

Necessary Special Requirements

- None.

Physical Demands

- Frequent standing, walking, bending, reaching.
- Substantial lifting of books and related library materials and moving of book carts around the department up to and including 45 pounds.
- Regular use of computer keyboards, requiring eye-hand coordination and finger dexterity.
- Work subject to regular interruptions, constant high public traffic volume, noise, odors.
- Some travel by personal automobile through Needham and to neighboring towns.
- Evening and weekend work required.