



City of Cloquet Job Description

POSITION: Children's Librarian
DEPARTMENT: Library
REPORTS TO: Assistant Library Director

SUMMARY

Plan and provide for Children's Library Services.

ESSENTIAL FUNCTIONS OF THE JOB

Plans and provides summer and winter reading programs for children

Plans and provides developmentally appropriate Storytime for children ages 0-5 and caregivers weekly

Plans and provides enriching after-school programs for school-aged children

Selects, orders, processes, catalogs, and maintains books, magazines, media hardware, toys, furniture and software for children's area

Plans and provides displays, promotions, special events, and other programs for children

Catalogs and maintains book records on on-line computer system for children's collection

Responsible for selection and collection development of children's materials including purchasing, weeding and assessing donations for additions to the collection

Writes grants and solicits funding through collaboration with other groups and agencies. Prepares narrative and statistical reports for the Library Director and/or Library Board as requested

Attends workshops, training classes and presents information to patrons and staff

Performs reference and readers advisory services and reserve materials for patrons

Performs circulation desk duties

Promotes library services through presentations, school visits, book talks, displays, collaborations with other youth providers, newsletters, news releases, posters, social media, etc.

Provides library services to all patrons as needed

Represents the library on various committees and directed by the Library Director

Provides work direction to clerks and library aides

Reserves meeting rooms for the public

Responsible for opening and closing the building

Performs other duties as apparent or assigned

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Master's Degree in Library Science preferred, with a minimum of a Bachelor's Degree (B.A.) in Library Science required; and one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, training manuals, book reviews, ads, and catalogs. Ability to write reports and business correspondence. Ability to present information from workshops, seminars and classes in oral or written form, to staff and patrons. Ability to communicate effectively with patrons and staff.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to accurately determine fines and other charges, collect payment and make change. Ability to compile and prepare statistics for Children's Department.

REASONING ABILITY

Ability to solve practical problem and deal with a variety of concrete variables in situations where only a limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Ability to maintain and assist patron with the use of computers and their software

Ability to load and maintain software on-line for computers available to the public

Knowledge of principles and practices of library science

Knowledge of library operations, services, policies, and procedures

Knowledge of processes and procedures related to children's services

Integrity in ensuring the delivery of high quality library services to patrons.

Knowledge of children's and adult books and authors

Knowledge of the automation system

Knowledge of library equipment including copiers, cash register, fax machine, telephone system, microfilm reader, security system, etc.

Ability to accurately place and retrieve books from shelves using a variety of classification systems

Ability to write grants and proposals

Establish and maintain effective working relationships with other staff, library patrons, profession peers and general public

Ability to work independently as well as in a team setting

Ability to organize work for efficient use of time

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stand, walk, sit, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.