



# Bessemer Public Library

## Class Specification

Class Title: Children's Librarian, Full-Time

Department: Youth Department

Reports to: Library Director

### **JOB SUMMARY:**

Serves as a lead staff member and performs various professional-level functions related to children's programs and other library services, including: assisting parents, teachers and students in selecting books and materials; planning and conducting children's programs; working with school system staff to coordinate and publicize programs; overseeing the juvenile areas of the library; and performing related administrative and technical functions.

### **ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

- Carries out lead staff member responsibilities including: training in job skills, assigning and directing work, making recommendations in performance appraisal, and reporting problems to supervisor.
- Assists library patrons, teachers, students, etc., in locating books and materials
- Coordinates and facilitates children's programs, including: planning and conducting programs (i.e. story time, summer reading programs, etc.); working with school system staff to coordinate programs and activities (i.e. story time, library card drive, etc.); overseeing the juvenile areas of the library, maintaining the collection and selecting, ordering and discarding books; shelving and straightening materials; creating exhibits and displays; maintaining various records; explaining program requirements to participants; teaching library skills (i.e. using computer catalog system, library cards, rules, etc.); and decorating for holidays and/or special events.
- Serves as a liaison and/or member of various committees/teams/advisory boards and collaborates, persuades, presents reports to and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.
- Prepares and/or reviews complex, routine and non-routine reports and analysis utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decisions, policies and instructions.
- Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures; processes routine and non-routine matters independently.

- Enters information into a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports; maintains routine financial records.
- Opens and closes facility; operates security system; empties drop box.
- The Employer retains the right to change or assign other duties to this position.

**IMPORTANT JOB FUNCTIONS:**

Performs functions related to circulation area activities, including: checking materials in and out; emptying return bins; receiving and handling complaints, requests, comments, etc.; receiving and receipting money for fines, fees, etc.; entering information into computer system; registering new patrons and issuing library identification; sorting returned material; shelving books, periodicals and other materials; contacting patrons to notify them of items being held; reviewing overdue notices and issuing same to borrower; making copies; sending faxes; and answering phones, providing assistance and forwarding calls to appropriate staff member.

- Submits information about programs and events for newsletter publication; creates promotional information, banners, signs, etc.
- Places holds on books.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Interacts with a variety of individuals, both internally and externally to provide information, disseminate organizational information and assist in resolving administrative issues.
- Follows up on inquiries from various agencies, groups, media, etc., regarding organization programs and services.
- Disseminates a variety of information to various agencies/organizations via telephone, mail or FAX.
- May serve as backup for other positions within the organization.
- Performs other related duties as assigned

**MATERIAL AND EQUIPMENT USED:**

Computer(s)	Audiovisual Equipment	General Office Equipment	Cash Register
Video Stamps	Laminate Machine	Makerspace Equipment	

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Education and Experience:**

- Bachelor's degree from an accredited college or university in a related field; and,
- Three to four years of progressively responsible related experience; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Principles and practices of library science, cataloguing systems, terminology, technology and management.
- Dewey Decimal classification schedules, tables and indexes.
- Standard reference materials, information sources and research techniques.
- Children's literature.
- Customer service techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Community interests and needs.
- All computer software and hardware related to performance of the essential functions of the job.

### **Skill in:**

- Organizing, assigning, leading and reviewing the work of staff.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Developing informational and promotional materials.
- Using a computer to accurately and rapidly enter and retrieve data and information.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Communicating clearly and effectively, both orally and in writing.

**Mental and Physical Abilities:**

- Ability to provide reference assistance to the public.
- Ability to provide effective service and communicate with patrons and staff.
- Ability to analyze problems and find solutions.
- Ability to read information from a computer and enter data into computer.
- While performing the essential functions of this job, the incumbent is regularly required to maintain a stationary position 50% of the time; frequently operate office equipment, access file cabinets, occasionally ascends/descends a ladder or step stool to retrieve materials or supplies, constantly positions self to move books on shelves or file cabinets, ability to move boxes or other equipment weighing up to 20 pounds across office for various needs.

**Working Conditions:**

- Work is performed in a normal office/library environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet.
- Working time may require irregular hours and/or weekend shifts.

**BENEFITS:****Salary Range: \$38,500.80 - \$44, 574.40, Full Health Insurance Benefits Package**

Hours may vary, All positions may include morning, afternoon, evening and weekend hours. Employees may be required to adapt to future schedule changes depending on library needs.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant absent undue hardship.