

**JOB OPENING: CHILDREN'S LIBRARIAN
LITCHFIELD PUBLIC LIBRARY**

Title of immediate supervisor: County Librarian

Pay grade: 9 (starting \$18.12/hour)

Hours: 29 hours a week, including day, evening, and Saturday hours

Job description: Provides professional children's and teen services to library patrons: children's and young adult book collection development for the four libraries in Meeker County, children's and teen programming for Litchfield Library, plus reference, research, and circulation services for all ages. Responsible for public communication about the library's children's and teen services.

Duties and responsibilities:

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks .

- Develops, schedules, presents, and oversees children's and teen programs at the Litchfield Library, coordinating with the Legacy program coordinator for the county, staff in charge of individual programs, and the head librarian. Advises and collaborates with staff from Dassel, Grove City, and Cosmos libraries in planning children's and teen programs, especially the summer reading program. Leads storytimes for young children at the Litchfield Library.
- Reviews professional literature and book news. Selects new children's and YA books and audiobooks for Litchfield, Dassel, Grove City, and Cosmos libraries and manages the children's book budgets for those libraries. Deselects items to manage the Litchfield children's and YA collections.
- Writes a Litchfield newspaper article every other week about children's materials, programs, or literacy issues. Records a radio spot every other week. Creates web and social media content about children's services at the library. Creates print handouts about children's programs.
- Coordinates and leads outreach to Litchfield schools and community organizations involved in children's learning and wellbeing. May attend relevant community meetings and/or serve on committees as a representative of the library.
- Provides instruction to patrons of all ages in the effective use of library facilities, resources, and equipment.
- Provides professional reader's advisory services for children and teens, based on knowledge of reading levels, child development, and current and classic literature. Provides reader's advisory services to people of all ages.
- Assists patrons in locating books and other materials within the library and the catalog.
- Conducts interlibrary loan searches to request materials for patrons.
- Conducts reference interviews of patrons of all ages and provides research services, locating information and resources to meet patron needs.
- Functions as a shift lead when County Librarian is not present, assuming some supervisory responsibility over library assistants.

- Stays up-to-date on issues related to children and teens that are relevant to libraries through continuing education and current resources.
- Works with County Librarian in addressing and resolving problems with library programs, collection development, and library equipment and makes recommendations for improvements to services.
- Administers library building and security procedures and responds to emergency library situations. Enforces library policies.
- Maintains statistics related to children's and teen programs and compiles them for the summer reading report and the annual report.
- Performs library circulation and other activities: checking materials in and out, registering new patrons, answering phones, greeting patrons, managing public computer usage, filling interlibrary loan requests, and other basic functions of the library.

Knowledge, skills, and abilities:

- Knowledge of and experience in professional reference and research methods
- Knowledge of alphabetical and numerical classification systems
- Ability to coordinate and manage a collection in a large community library
- Ability to effectively work with the general public in responding to needs/requests
- Ability to effectively work with infants, children, and teens
- Strong verbal and written communication skills
- Skilled in using computers and other technology
- Skilled and experienced in planning, developing, and implementing children's programs, especially storytimes for young children
- Knowledge of children's and teen literature

Minimum qualifications: Bachelor's degree and at least two years of directly-related work experience, or an equivalent combination of education, experience, and training necessary to perform the essential requirements of the job.

Certification or licensing requirements: None

Physical requirements: Walking, stooping, crouching, reaching, lifting, fingering, feeling, grasping, talking, hearing, and seeing. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. Some lifting and carrying may be required up to 25 pounds.

Other requirements: Must submit to and successfully pass a criminal background check.

Applications available from the library or www.pioneerland.lib.mn.us. Submit application by August 4 to:

Beth Cronk
Litchfield Public Library
PO Box 220
Litchfield MN 55355

Questions to elizabeth.cronk@pioneerland.lib.mn.us or (320)693-2483.