



Job Title: <u>Children's Librarian</u>		Job Number: 4450
Job Classification: <u>Professional / Technical</u>		
Reports to: Branch Manager	Department: Waco-McLennan County Public Library	Pay Grade: 122 Exempt

**PRIMARY DUTY:** Under general supervision, performs professional-level librarian duties, utilizing current technology and traditional resources to meet the informational, instructional, educational and recreational needs of children; manages children's library programs and recommends plans, programs and policies for the Waco-McLennan County Public Library (WPL) Children's Department.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provides technical and professional assistance to library patrons, primarily children and caregivers; teaches the use of library resources and equipment for performing research; assists and instructs people in the most efficient and effective ways to identify, locate, access, and use public information and resources; processes patron's requests for additional resources.
- Develops and presents special programs to meet the informational, educational and recreational needs of children, including outreach programs.
- Develops and maintains the children's collection: reviews books and electronic media available, evaluates options, selects materials to meet the needs of children and recommends additions to the collection; reviews and evaluates current collection and recommends the removal of books and other resources that are no longer appropriate for the collection.
- Instructs patrons, primarily children, in the use of library materials and online catalog.
- Creates library publications, including bibliographies, guides, and displays for the Children's Department.
- Maintains discipline and order in the children's department.
- Monitors the database and verifies the accuracy during cataloging of acquisitions.
- Assists with training of volunteers and staff.
- Provides basic circulation service, as needed
- Gathers and compiles data for reports and prepares statistical and analytical reports of children's activities.
- Promotes children's programs and services to community agencies, advocates and citizen groups.
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Substitutes at branches as needed.
- Driving is essential.

**KNOWLEDGE AND SKILLS:**

**Knowledge:**

- Knowledge of and commitment to excellent customer service principles and practices.
- Special knowledge of publishing trends, authors, titles, and reading interests of children
- Knowledge of childhood development and learning stages.
- Knowledge of recreational and educational needs of children.
- In-depth knowledge of library materials, services, and operations for children.
- Knowledge of emerging information and library technologies for children.
- City policies and procedures.

- Library classification, cataloging and acquisition protocols.
- Collection development, evaluation and reference principles.
- Proficiency with Windows-based PCs, Microsoft Office products, web searching and email.

**Skill in:**

- Must like children and be comfortable working with children individually and in groups.
- Delivering quality library children's programs and services to the community.
- Ability to learn and operate library automated system with high-degree of efficiency.
- Ability to exercise initiative, leadership and independent judgment.
- Ability to organize work, set priorities, use time effectively and meet deadlines.
- Ability to multi-task and work with frequent interruptions.
- Ability to interact with people of varying personalities and ages in a variety of situations.
- Excellent written and verbal communication skills.
- Ability to analyze and creatively solve problems and resolve disputes and grievances.
- Flexible, adaptable and able to flourish in a changing environment.
- Cross-training in order to perform other duties and responsibilities is required.

**MINIMUM QUALIFICATIONS:**

Master's Degree in Library Science from an ALA accredited institution is required. Public Library experience is required. Experience working with children is required. Supervisory experience is preferred.

**LICENSE AND CERTIFICATION:**

- Must possess a valid Texas Driver's License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

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.

- The physical activities of this position include:
  - Stooping - Bending body downward and forward by bending spine at the waist.
  - Kneeling - Bending legs at knee to come to a rest on knee or knees.
  - Reaching - Extending hand(s) and arm(s) in any direction.
  - Standing - Particularly for sustained periods of time.
  - Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
  - Pushing - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
  - Pulling - Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.
  - Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
  - Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
  - Grasping - Applying pressure to an object with the fingers and palm.
  - Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
  - Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
  - Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.

- Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position
  - Medium work. Exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
  - Must be able to push book carts up to 200 pounds.
- The visual acuity requirements including color, depth perception and field vision.
  - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- The conditions the worker will be subject to in this position
  - Work is performed primarily in an office setting or well-lit, temperature-controlled working environment.
  - The worker is required to function in narrow aisles or passageways.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

**Job Description Acknowledgement**

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee Identification Number