

**UPPER MERION TOWNSHIP
POSITION DESCRIPTION**

Position Title: Children's Librarian

Classification:

Non-Exempt/Range 11 (1.11)

Department: Library

Supervision Exercised: Supervision of the Children's staff in the absence of the Department Head

Supervision Received: Under the direct supervision of the Head of Children's Services.

General Definition:

This is professional library work requiring training in and knowledge of reference sources and services, children's literature, adult and young adult reading interests. The Children's Librarian is responsible for book selection, cataloging of children's materials, planning and implementation of children's programs, organizing special collections, creating displays, and supervising the children's staff in absence of the Department Head

Essential Job Functions (Functions essential to attaining the job objective):

- Research, plan, and develop special projects and new programs.
 - Read book review journals and professional literature to select children's materials for the library.
 - Meet and greet the public at Children's Reference desk; answer adult and children patron questions regarding library policies and procedures, and reference services and materials; escort patrons to reference areas; locate library materials for patrons.
 - Prepare and present library activities such as public shows and programs, specialized children's programs, group library tours, and children's classes.
 - Catalog children's material including books, sound recordings, Audio Visual and computer software; assign call numbers and subject headings for children's material.
 - Maintain library reference materials.
 - Create library displays and exhibits.
 - Uses word processing and graphic design skills to create fliers, brochures, book lists, and bibliographies.
-

Job Standards (Minimum qualifications needed to perform essential functions):

- Communicate effectively.
 - Read and understand information from reference materials, the on-line catalog and professional literature.
 - Lead and motivate others from a wide spectrum of society.
 - Work closely with people.
 - Understand and carry out instructions.
 - Organize and prioritize workload efficiently.
 - Possess creativity.
 - Walk, sit, reach at waist level, handle reference materials, and perform fine manipulation frequently; bend, lift and carry items weighing up to 25 lbs., climb and balance on a 14-inch foot stool, and reach at all levels occasionally.
 - Possess good visual acuity (near and mid vision continuously, and field of vision occasionally).
-

Job Location (Place[s]) where work is performed):

Upper Merion Township Library

Position Description: Children's Librarian

Equipment (Examples of machines, devices, tools, etc. used in job performance):

On-line catalog, Marc Report, computer, laptop, on-line projector, reference material; telephone; paper cutter; Ellison letter machine; photocopier; audio/visual equipment.

Typical Examples of Work:

(Any one position may not include all of the duties listed nor do the listed examples include all of the tasks that may be required of this position.)

- Cover the Children's Reference desk and share with the Department Head the responsibility for providing reference services, readers' advisory and library instruction.
- Assist with materials selection and weeding
- Catalog library materials following AACR2 and Marc 21 rules.
- Plan and implement programming together with Department Head.
- Supervise the Children's staff in the absence of the Department Head.
- Prepare bibliographies, flyers brochures and posters.
- Plan and present Story Hour programs for preschool children.
- Study professional literature for new ideas and better ways to serve the public.
- Attend Staff development meetings.
- Introduce the library to the public through class visits to the library and school visitations.
- Maintain the Library's pages for the website.
- Write newspaper columns and press releases.
- Shelf read.
- Perform other duties as required.

Necessary Occupational Traits:

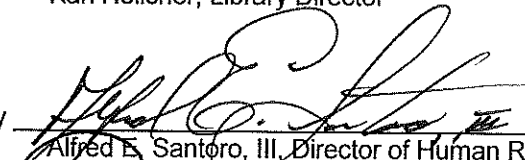
- Knowledge:**
- Considerable knowledge of the principles, practices and procedures of library science.
 - Considerable knowledge of computer software applications that apply to effective children services.
 - Familiarity with information sources within and outside the library.
 - Knowledge of children's and young adult literature and reading interests.
 - Knowledge of public relations techniques.
 - Basic knowledge of child and adolescent psychology.
 - Basic awareness of the school curriculum and community organizations.
- Skills:**
- Skill in evaluating collections and making improvement recommendations.
 - Skill in interacting with children and adults.
 - Skill in evaluating websites and electronic resources.
- Abilities:**
- Ability to determine the reference needs of children and to make recommendations to the Department Head.
 - Ability to conduct successful reference interviews.
 - Ability to organize special materials collections.
 - Ability to organize and direct the work of non- professional personnel.
 - Ability to promote the library through successful public relations.

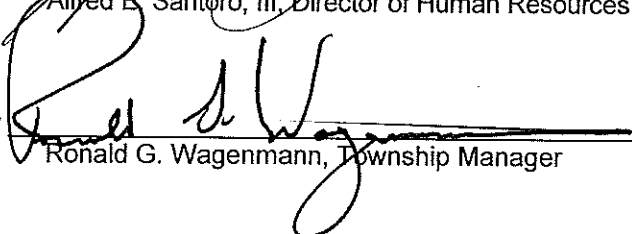
Position Description: Children's Librarian

Minimum Education, Training and Experience Required:

Master's Degree in Library Science from an accredited school with courses in Children's Services and reference work.

Prepared By  Date 3/18/08
Karl Helicher, Library Director

Reviewed By  Date 03/18/08
Alfred E. Santoro, III, Director of Human Resources

Approved By  Date 03/18/08
Ronald G. Wagenmann, Township Manager