

# Children's Programming Librarian 40 hours per week

April 27, 2022 For immediate release

**JOB: Full-time Children's Programming Librarian, *Flint Public Library, Middleton***

**DESCRIPTION:** 40 hours per week, including one evening and rotating Sundays; reduced summer hours during July and August

**QUALIFICATIONS:** Bachelor's degree required, Master's Degree in Library Science preferred with an emphasis on children's services. Previous library experience using automated integrated library network, personal computers, electronic databases, and the internet preferred. This position calls for a high degree of initiative and independence. A genuine desire and ability to interact pleasantly, professionally, and effectively with the public and coworkers in a tactful manner is essential. Must enjoy interacting with and working with children.

**SALARY:** Starting at \$22.27 per hour, with benefits; step increases up to \$25.45/hour, based on longevity

**CLOSING DATE:** The position will be open until filled, with resumes being reviewed on 5/6/22

**TO APPLY:** Please send resume to Loretta Swift Johnson, Interim Library Director, Flint Public Library, 1 South Main St., Middleton, MA 01949 or by email at [ljohnson@flintpublib.org](mailto:ljohnson@flintpublib.org). Three professional references will be requested of candidates who are considered for the position.

## **DETAILED DESCRIPTION:**

### **Knowledge and Skills**

- Considerable knowledge of children's literature, past and present.
- Knowledge of children's developmental stages and the appropriate materials for various age groups and reading levels.
- Excellent computer skills, with expertise in the use of Windows operating system and knowledge of Web-based technologies and integrated library systems, preferably Symphony.
- High degree of flexibility.
- Effective time management skills, including management of several tasks simultaneously.
- Excellent oral and written communication skills.
- Good interpersonal skills, friendly manner, and strong service orientation.
- Good organizational skills, attention to detail, procedures, and follow-up capabilities.
- Knowledge of library policies and procedures, including automated circulation systems and information technology.
- Thorough knowledge of circulation department operations.

### **Ability to:**

- Work as a team member and independently.
- Understand the Dewey Decimal System.
- Handle a great many details, some simultaneously, with accuracy.
- Work in a busy customer service environment, multi-task, and frequently change focus.
- Treat patrons' requests with respect and confidentiality.

- Communicate effectively with others, both orally and in writing.
- Demonstrate a friendly, pleasant personality with a sincere love of working with people.
- Maintain pleasant telephone etiquette.
- Research information for a wide variety of library users.
- Work pleasantly with other staff members in a supportive team atmosphere.

### **ESSENTIAL FUNCTIONS:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Plans, prepares, and presents story times and other programs for children, both on and offsite.
- Plans, publicizes, and evaluates programs at holidays and school/summer vacations.
- Works at Children's Services desk, checking materials in and out to patrons, processing payments for lost/damaged items and overdue fines; completing reserve requests; updating patron cards and registering new patrons.
- Performs reader's advisory and reference services, suggests appropriate titles in response to parent, child, and teacher requests. Maintains appearance of Children's Room, keeping it neat and attractive, including the development of attractive and timely displays.
- Maintains a safe environment and monitors patron behaviors as needed to maintain safety and appropriate noise levels.
- Engages in regular communications with the Library Director to ensure the Children's Room's needs are being met.
- Makes presentations to community groups or schools to explain library programs and services.
- Attends professional library conferences, seminars and network committees; reads professional literature; attends and participates in staff meeting discussions.
- Compiles, reviews and interprets statistical data regarding attendance to children's programs.
- Performs other tasks as assigned by the Library Director, including job responsibilities normally managed by another Children's Room staff member who may be out sick/on leave.

### **PHYSICAL AND MENTAL REQUIREMENTS:**

*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 Children's Programming Librarian works in a moderately noisy setting with frequent interruptions. Some tasks require the ability to exert light physical effort, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (40 pounds). The Children's Programming Librarian may be required to stoop, kneel, crouch, crawl, and reach with hands and arms. Tasks may involve extended periods of time at a keyboard or workstation. This position requires vision and hearing at, or correctable to, normal ranges, as the position frequently requires the reading of small print. Some tasks essential to this position require the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials, including office machines, computers, mobile devices, and digital cameras. The Incumbent must have the ability to access a multi-level library building, using the stairs or elevator.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*