

Flint Public Library

1 South Main Street
Middleton, MA 01949

Position Title: Children's Programming Librarian

Education and Experience: Bachelor's degree required, Master's Degree in Library Science preferred with an emphasis on children's services; two to four years prior experience in children's library services, including programming, circulation, reference and readers' advisory services.

Knowledge, Skills and Abilities:

Considerable knowledge of children's literature, past and present; knowledge of children's developmental stages, the appropriate materials for various age groups and reading levels, and a commitment to connecting children with literature. The candidate must enjoy interacting and working with children.

Knowledge of computer software (e.g., Microsoft Office Suite) systems (e.g., Office365 and SirsiDynix Symphony WorkFlows) and basic troubleshooting; ability to manage several tasks simultaneously; ability to treat patrons' requests with respect and confidentiality; ability to work constructively and collaboratively with other staff members and patrons, and to interact tactfully and appropriately with the public. Must conduct oneself in a professional and respectful manner in the library, the community, and on social media.

Statement of Duties:

The Children's Programming Librarian is responsible for planning, organizing, implementing and maintaining comprehensive children's programs for the benefit of children ages 0-12 and their caregivers. An emphasis on equity, equality, and inclusion is a must. This position includes developing, marketing, publicizing and presenting programs. Performs all other related work as required.

Supervision:

The Children's Programming Librarian works under the general direction of the Library Director, receiving oral instructions and general suggestions. The Children's Programming Librarian has substantial responsibility for determining actions and substantial independence in planning and organizing the work activities, including determining the work methods. Work performed is reviewed on an ongoing basis through regular discussions. Incumbent decides most methods and practices for completing work assignments, referring unusual or questionable issues to the Library Director.

Incumbent provides direct supervision to the Pages working in the Children's Room and volunteers assigned to children's services.

Job Environment:

- The Children's Programming Librarian develops educational, dynamic, and enriching programs for children ages 0-12.
- Children's library services are structured to complement school library and educational services, as well as community child care services. The Children's Programming Librarian works with the Middleton Elementary Schools and maintains regular contact with peers in schools and other children's services agencies to gauge the needs of the community and the requirements of developing and offering robust, engaging children's programs that meet these needs. The

Incumbent must be able to manage all situations in order to ensure that children's programming is well received, managed within regular financial constraints, and valued by the community.

- The incumbent has frequent contact with the public for the purpose of answering circulation, reference, and reader questions, and performing or coordinating children's programs. Other contacts are with town departments, school teachers, school librarians, and professional performers for the purpose of presenting programs to children.

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, especially during holidays and school/summer vacations.
- Works with Assistant Director to determine scheduling of children's programs and to ensure programs are included on the print and online calendars.
- 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.)