



## HUMAN RESOURCES

## POSITION DESCRIPTION

We believe that each employee makes a significant contribution that should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to our patrons.

**Job Title:** **Children's Librarian**  
**Location:** Children's Department – Charleston Main  
**Reports To:** Head of Children's Services  
**Last Revision Date:** 3/16

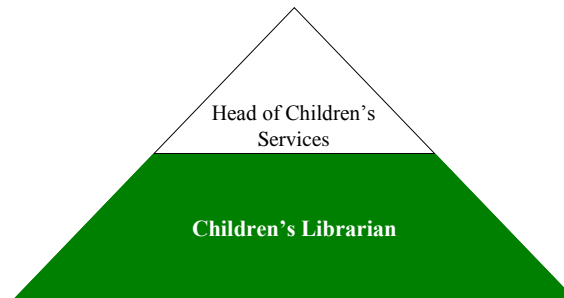
### PURPOSE

The Children's Librarian is focused on delivering the highest possible level of library service while working to present, develop and coordinate Children's programs. This position provides professional-level support to the Head of Children's Services in a variety of areas, to include collection management.

### NATURE & SCOPE

This position's primary responsibilities include generally diversified and complex activities, to include the exchange of information with outside sources or contacts and as a resource within internal and external teams. Works under infrequent supervision and uses initiative to identify potential problems, conducts research to determine solutions. Provides instructional guidance through coaching and training; may participate in the development of departmental performance guidelines or training requirements as assigned.

### ORGANIZATION PLACEMENT DIAGRAM



### QUALIFICATION GUIDELINES

Education	Experience
<b>Essential</b>	
Master's Degree in Library Science Awarded by ALA accredited institution	Minimum of one (1) year of related experience working with or providing informational services to the public or working with children Proven skills for general computer use, to include Microsoft Office software the internet, general office and library equipment
<b>Preferred</b>	
	Public Library experience Experience using SIRSI Experience working in a non-profit or public environment
<b>Ability to:</b>	

This position requires the use of personal or Library vehicles on Library business. Individuals must be physically capable of operating the vehicles safely, possess/provide documentation of valid driver's license and acceptable driving record.  
 Demonstrate analytical skills necessary to analyze and interpret information, establish facts, draw valid conclusions, develop and implement responsible strategies.  
 Work cooperatively and effectively with staff, patrons, and contacts.  
 Convey ideas, information, and training through public presentation, verbal and written communication

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This job description will be reviewed periodically as duties and responsibilities change if necessary. Position Descriptions are subject to modification



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### PRIMARY ACCOUNTABILITIES

Works actively to promote and meet customer service expectations established within the department and organization  
Works regularly at the circulation desk or other public service points to answer questions, provide readers advisory information and to monitor customer service and needs; and demonstrates and troubleshoots the use of equipment, PCs and related software as needed  
Continually monitors and assesses users' needs and acts to improve services  
Plans, implements, presents/coordinates programs, workshops and classes for and related to children and school/non-school children's groups at the Main Library on a regular basis as assigned (including parents & caregivers, teachers, community organizations, etc.)  
Compiles and analyzes data, prepares reports and procedures; summarizes activities monthly or as assigned  
Supports and participates in system-wide activities, meetings and teams by preparing and following requests submitted from the coordinator of each, and at the direction of the Children's Services Manager  
Participates in planning and implementing system wide programs for children (including quarterly programs, Summer Library Club and related website services)  
Maintains relationships and effective communication with public and private organizations to further KCPL's mission related to programming and outreach; Promotes awareness of library services to schools, daycares, patrons and library staff  
Participates in the development of long and short-term plans for the department and the organization  
Prepares relevant and high-quality content from internal and external sources for Library website(s) and publications  
Participates in collection management by selecting, weeding and/or evaluating children's materials for the Main Library and/or system as assigned  
Researches, recommends, implements and monitors independently or with others, projects, grants, etc. as assigned  
Participates in the development and implementation of system-wide workshops and in-service training programs for staff  
Serves as lead with children's services staff through training and direction; May participate in recruitment and performance feedback upon request  
Supports department and system-wide event planning and execution (i.e. Book Festival, Staff Development Day)  
Supports Library management policies  
Keeps abreast of technological changes; ensures efficient use of equipment and resources through communication and training  
Interprets and explains policies to public and staff  
Carry out any other duties within the scope, spirit and purpose of the job

### ESSENTIAL ABILITIES

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, community, vendors, employees, and general public.  
Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.  
Ability to regularly ascend or descend a series of stairs or several tiers of stairs.  
Ability to work a flexible schedule to include evenings and weekends.  
Ability to travel to and from various locations.  
Ability to learn and carry out the primary accountabilities of the assigned position.  
Ability to maintain body equilibrium to prevent falling when walking, standing, or crouching.  
Ability to effectively communicate in writing and orally on job progress and other overall assignments and responsibilities.  
Ability to comprehend and sustain fundamental principles of library services, to include open access to library materials and privacy rights of patrons.

All positions at the KCPL require a criminal background check.

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform primary accountabilities of this job. This job description is not intended as, nor should it be construed as exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.*

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