



CHILDREN'S LIBRARIAN II

DEFINITION

To perform a variety of professional librarian duties related to children's services at the Woodland Public Library; to plan, organize and direct children's programs; and to oversee activities in the children's section of the library.

DISTINGUISHING CHARACTERISTICS

This is a journey level class in the professional library services class series. The position specializes in children's services, develops programs and makes policies for children's library services, and has substantial contact with schools, parents, and other community groups concerned with these services.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Library Services Director; responsibilities may include functional supervision over lower level library personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Oversee Young People's Library; maintain books and materials, displays, and bulletin boards; supervise children.

Plan, organize and present children's programs including storytelling, book readings, film showings, crafts, and puppet shows.

Select materials for the Young People's Library; order books, paperbacks, and periodicals; screen material coming into library; select toys for library.

Present programs to patrons visiting the library; visit City schools to inform children of programs available.

Respond to public inquiries and complaints regarding library materials and services.

Participate in the selection of library operational equipment and furniture.

Perform various administrative and procedural tasks such as supervising and implementing the automated circulation system, running daily computer logs and reports, shelving books, and repairing damaged materials.

As needed, train and supervise subordinate library positions.

Regularly participate in adult reference activities.

Represent the library at City and community meetings as necessary.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of library science.

Children's services as a specialized part of the library field; children's literature.

Modern office procedures and methods including automated library systems.

Principles of personnel training and supervision.

Skill to:

Take complete responsibility for a major functional area in the library (Children's Services).

Relate well to children; present and perform programs.

Exercise creativity in program development.

Learn the operation of a computer for various structured library applications.

Communicate effectively, both orally and in writing.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of a Master of Library Science Degree from an accredited college or university.

Experience:

Two years of experience as a professional librarian, one of which involved children's services.

A handwritten signature in black ink, appearing to be 'D. M. F. W.', written in a cursive style.

Human Resources

Council Action: July 15, 1997