

**WESTERLY LIBRARY & WILCOX
PARK
Kid's Librarian
Job Description**

Department and Level of Authority

- Kids Department
- Librarian, Full-time
- Reports to the Head of Youth Services
- In the absence of the Head of Youth Services, reports to the Assistant Director.
May also consult with Department Heads, in authority by seniority

Job Summary

The Kids' Librarian is responsible for providing the highest quality kids experience including kids services, resources, and programs. This position is responsible for planning the kids' programs and media, including maintaining community contacts, as well as selecting and maintaining materials in the kids' collection.

Key Responsibilities

The essential functions or duties listed below serve 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.

- Develops, coordinates, and implements programming and services for kids (ages 0-7)
- Provides reference and reader's advisory services
- Evaluates and maintains the kid's collections. Makes changes based on community needs
- Manages kid's budgets and allocated funds, ensuring even spending throughout the year
- Serves as alternate Library or Department Representative on various related committees (i.e. Programming, Education, Library of Things)
- Develops cooperative programs as necessary with the Teen and Tween Librarians to further promote Youth Services
- Develops and implements kid's Summer Reading Program
- Collaborates with other departments to support library and park programming, services, and resources
- Forms partnerships and collaborates with local pre-school and elementary school librarians, teachers, and administrators
- Maintains statistics and writes monthly reports
- Responsible for Kid's webpage content including ensuring content is current and adding kid's programs to the library calendar
- Delegates tasks and small projects to kid's room associates
- Maintains library materials, supplies and work area in good order
- Upholds and explains library policies and procedures to kids and other patrons
- Supervises Associates and volunteers
- Takes part in professional development, reads professional literature; attends and participates in staff meeting discussion
- Covers other departments as needed
- Performs other duties as necessary or required

Essential Skills

- Must be innovative. The Kids Librarian has an active role in planning new services and programs

- Works effectively with staff, public, and vendors
- Communicates clearly both orally and in writing
- Knowledge of Microsoft Office, particularly Word, Publisher, and Excel
- Exercises appropriate initiative, good judgement, and recognize priorities
- Work enthusiastically and effectively with staff and patrons, especially children
- Flexible and respectful of others personalities
- Is sensitive to patron privacy and advocates for intellectual freedom and freedom of access
- Committed to public service values: is patient and helpful with all patrons, visitors, staff, volunteers, Trustees, and Incorporators

Minimum Qualifications

- MLS/MLIS from an accredited institution
- Broad knowledge of the intellectual, psychological, and physical development of children
- Knowledge of Children's literature and media
- Highly familiar with children's materials and services
- Understands child development
- Keeps current with library trends and issues in Library service and technology
- Policies, procedures and functions of library systems, with particular emphasis on services to children, parents, and caregivers
- Valid driver's license and reliable transportation
- A self-starter who has ability to be innovative and learn new concepts to help further library program and service goals

Preferred Qualifications

- Experience working in a public library, preferably with young patrons
- Familiarity with OSL's current ILS
- Organizational abilities
- Experience providing instruction to individuals and groups
- Meets deadlines and works within budgeted guidelines
- Ability to multi-task, problem-solve, and work independently
- Ability to maintain a calm atmosphere, assure safety, and respond to emergencies
- Ability to persuade, negotiate, and resolve conflict

Working requirements

- Performs tasks with a high degree of independence
- Observes, follows, and enforces all Association policies and procedures
- Has access to confidential and financial information
- Ability to sit and use computer workstation for extended periods
- Time standing, walking, stooping or reaching with hands or arms
- Frequently required to lift/push up to 25 pounds
- Position will be required to work some evenings and alternate Saturdays

Supervises

- Assists in supervising at least two paid staff
- Volunteers