

Town of Milford, NH

Job Title: Children's Librarian

Department: Wadleigh Memorial Library

Grade / Classification: Labor Grade 19, Non-exempt.
Full time, 40 hours per week as scheduled, town benefit package.

Job Description: The Children's Librarian is a dynamic, innovative & dedicated professional Librarian with a genuine passion for and commitment to working with, engaging & inspiring children of all ages and their caregivers. S/he supervises nonprofessional staff as needed; plans and coordinates all aspects of Children's services including collection development, community outreach, reference & programming; and has a thorough working knowledge of modern library policies and practices as well as current technologies and trends as they pertain to children's services. Must be energetic, organized, self-motivated and able to work under pressure and with only general supervision. *MLS from an accredited Library School and three to five years of recent or current experience as a Children's Librarian is preferred.*

Accountability: Reports to the Library Director

Environment: **Inside:** 95% **Outside:** 5 %

Note: The children's program includes outdoor activities and story hours.

Normal hours of duty: As scheduled, including evening hours and weekends in rotation.

Duties and responsibilities:

Except as specifically noted, the following functions are considered fundamental to this position:

- Primarily responsible for all aspects of Children's Services including reference, reader's advisory, collection maintenance & development, program planning & implementation and outreach services. Delegates and supervises duties as needed.
- Maintains a fun, safe, and positive environment which encourages intellectual curiosity and a love of reading.
- Supervises a staff of 1-2 Assistant Children's Librarians.
- Provides outreach services to area schools, after school programs, and other community groups.
- Assists library users in locating and obtaining information and materials.
- Assists in maintaining the library's online presence – including website and social media accounts.
- Keeps abreast of and utilizes current technologies in support of information services, including but not limited to database & internet searching and use of social media and software applications.
- Assists in evaluating, supporting and providing instruction to staff and patrons on the effective use of library technology and equipment.

- Collaborates with other members of the library's management team in supervising a small corps of volunteers.
- As part of the management team, helps to develop and implement policies and procedures for improved library services.
- Works to maintain good internal communications among the staff and with the Director about building, staff and service issues.
- Participates in and represents the library in local and regional professional activities.
- Participates in and represents the library in community relations activities.
- Serves as a supervisor in the absence of other designated personnel.
- Enforces Library rules and regulations.
- Familiarity with and support of Library Bill of Rights and NH Privacy laws (patron confidentiality).
- Performs any and all other related duties as needed.

Physical Activity Requirements

Primary Physical Requirements:

LIFT up to 10 lbs: Frequently
LIFT 26 to 50 lbs: Rarely

LIFT 11 to 25 lbs: Occasionally
LIFT over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently
CARRY 26 to 50 lbs: Rarely

CARRY 11 to 25 lbs: Occasionally
CARRY over 50 lbs: Not required

REACH above shoulder height: Occasionally
REACH below shoulder height: Frequently

REACH at shoulder height: Frequently
PUSH / PULL: Frequently

Hand Manipulation:

GRASPING: frequently
TORQUING: Rarely

HANDLING: frequently
FINGERING: frequently

Other Physical Considerations/Requirements:

TWISTING: Rarely

BENDING: Frequently

CRAWLING: Rarely

SQUATTING: Frequently

KNEELING: Frequently

CROUCHING: Frequently

CLIMBING: Occasionally

BALANCING: Occasionally

Controls and equipment used: IT equipment including computers and peripherals, laptops, tablets, various printers; Makerware; copy/fax/scanner machines; telephones; audio visual equipment; cash register; die cut machine; hand tools; security system.

Summary of Occupational Exposures:

Office and IT equipment and associated supplies; craft supplies including die-cut machine.

Work Surfaces: Include carpeting, tile, linoleum, concrete, pavement and grass.
Standard desks, tables and chairs.

During an 8 hour day, employee is required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit:	varies widely	0 to 4
Stand:	varies widely	0 to 6
Walk:	varies widely	0 to 6

Cognitive and Sensory Requirements:

TALKING: Necessary for communicating with others.

HEARING: Necessary for understanding patrons and staff.

SIGHT: Necessary for doing job effectively and correctly.

TASTING & SMELLING: Smelling required to detect odors such as smoke.

FUNCTIONAL LITERACY: Required to understand written materials.

Specific Vocational Preparation Requirements:

License / Certification Requirements: American Library Association accredited M.L.S.

Training, Skills and Experience Requirements: ALA accredited M.L.S. Experience with Library's current ILS system or similar. Ability to work well with staff and public. Excellent computer literacy, communications and customer service skills. Demonstrated knowledge of Children's literature, programming and trends in Children's Services. Proven skills in storytelling and relating to children, especially pre-school children, and their parents. Appropriate reference and reader's advisory skills.

Other Considerations and Requirements:

Job requires frequent walking, standing, stooping, and stair climbing. Good alpha-numeric skills necessary. Ability to listen, understand and interpret patron requests and questions critical.

Employee should be able to work under pressure caused by high level of patron activity. Creativity and a sense of humor preferred. Valid driver's license a plus.

**Approved, Board of Trustees
November 17, 2015**

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the duties and responsibilities of the job description are not all inclusive, but representative of the position.

Signature

Date