

Town of Milford, NH

Job Title: Assistant Children's Librarian

Department: Wadleigh Memorial Library

Grade / Classification: Labor Grade 14, Non-exempt.

Hourly para-professional; may be filled on a part-time hourly basis or as a full-time hourly employee with town benefit package

Job Description: The Assistant Children's Librarian is a dynamic and dedicated paraprofessional with a genuine passion for and commitment to working with, engaging & inspiring children of all ages and their caregivers. In consultation with the Children's Librarian, s/he plans and implements programs and administers children's services in the absence of the Children's Librarian.

Accountability: Reports to Children's Librarian.

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 essential to this position:

- Supervises activities in the children's room in the absence of the Children's Librarian.
- Plans and implements children's programs on an ongoing basis in consultation with the Children's Librarian, including story hours, school visits, summer reading initiatives, craft programs, and special presentations throughout the year.
- Assists in all other aspects of Children's Services including reference, reader's advisory, collection development and outreach services.
- Assists patrons in locating appropriate materials.
- Provides support to circulation staff as needed.
- Works to maintain a fun, safe and positive environment which encourages intellectual curiosity and a love of reading.
- Helps to develop policies and procedures for improved library services, with emphasis on Children's Services.
- Utilizes and keeps abreast of current & future technologies in support of Children's Services.
- Participates in and represents the library in community relations activities.
- Participates in local and regional professional activities.
- 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: Not required

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: Frequently
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: Frequently

Equipment Used: Office and 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 equipment including copy machines and printer 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: none

Training, Skills and Experience Requirements: Bachelor's degree and three to five years of recent experience in children's library services or a related field. Excellent computer literacy, communications and customer service skills. Knowledge of Children's literature and programming. Demonstrated skills in storytelling and relating to children, especially pre-school children, and their parents. Must be able to communicate especially well with children and their caregivers, making them feel comfortable and welcome in the library. Some artistic ability preferred.

Other Considerations and Requirements:

Must be energetic; organized; self-motivated; and able to work with only general supervision in a busy environment. 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