MARSHFIELD PUBLIC LIBRARY

JOB DESCRIPTION ESTABLISHED: November 21, 1989

TITLE: Librarian I/Supervisor Reviewed/Revised: 2/22/07, 3/6/12

SECTION: Childrens Services

Summary:

As part of the administrative support team, and under the general direction of the Director, responsible for the implementation of childrens services, fostering reading as a life-long habit, programming, and the development of all childrens print and nonprint collections. Major areas of responsibility include promotion and liaison with other community organizations serving children; application of professional knowledge and techniques to problems encountered; planning; development of programs and procedures; supervising the activities of other staff members involved in the Childrens Services area, temporary help as assigned and volunteers. Also provides reference services to library patrons. Employee has responsibility for building, personnel, and patrons when she/he is top rank person on duty.

DUTIES/EXAMPLES OF WORK

ORGANIZING AND PROVIDING CHILDRENS services (50%)

1. Serves as in-house resource and authority on matters of information/material requests

and Childrens Section policies and procedures.

2. Responsible for the training and performance of all Childrens staff.

3. Plans and provides pre-school story hours throughout the year.

4. Plans and provides a summer reading program for toddlers through 17 years of age.

5. Conducts face to face, telephone, e-mail or virtual reference interviews to establish

precise information needs of library patrons and searches collection for answers t**o**

these needs.

6. Participates in the interlibrary loan process to provide access to information and

materials outside of the MPL collection.

Promoting outreach services (20%)

7. Works with and acts as liaison to a variety of community groups.

8. Seeks technological and procedural methods to upgrade information access

9. Provides special information packaging, such as bibliographies, displays, community

programming and outreach services.

10. Conducts tours and bibliographic instruction for school and community groups.

11. Plans, conducts and promotes special childrens events programming.

12. Prepares and releases informational and promotional materials and announcements.

13. Maintains relevant portions of the Library website.

Developing and managing collections (20%)

14. Through regular study of standard library review sources, determines the materials to

be purchased.

15. Responsible for budgets assigned.

16. Selects all childrens print and nonprint materials.

17. Develops criteria for and oversees the removal of materials that are outdated, no

longer required by our patrons, or damaged.

18. Develops special collections in response to public need.

OTHER (10%)

19. Performs other related and assigned duties as required.

KNOWLEDGE AND ABILITIES

1. Thorough knowledge of childrens materials and current trends in the field.

2. Knowledge of professional library theory.

3. Good written and verbal communication skills; initiative; dependability; tact and

courtesy; sound professional judgment.

4. Ability to direct the work of others.

5. Knowledge of and ability to use personal computers**, Internet resources, social**

**media, mobile devices** and familiarity with word processing, database, and spread

sheet programs, local area networks, ~~OCLC~~ **Worldcat**, and current library databases.

6. Ability to learn and utilize proper operating techniques for library equipment.

7. Willingness to maintain skills in above-mentioned areas through active participation

in appropriate continuing education.

# PHYSICAL DEMANDS OF POSITION

1. Sitting, standing, walking, climbing and stooping

2. Bending/twisting and reaching.

3. Talking and hearing; use of telephone.

4. Far vision at 20 feet or farther, and near vision at 20 inches or less.

5. Lifting, carrying: 50 pounds or less.

6. Handling: processing, picking up and shelving books.

7. Fingering: typing, writing, filing, sorting, shelving and processing.

8. Pushing, pulling: objects weighing 60 – 80 pounds on wheels.

9. Mobility: travel to meetings outside library.

# MENTAL REQUIREMENTS

1. Analytical Skills: Identify problems and opportunities; review possible alternative

courses of action before selecting one; utilize information, resources available when

making decisions.

2. Problem-Solving Skills: Develop feasible, realistic solutions to problems; recommend

actions designed to prevent problems from occurring; refer problems to supervisor

when necessary.

3. Communication Skills: Effectively communicates ideas and information both in

written and oral form.

4. Reading Ability: Effectively read and understand information contained in

memorandums, reports and bulletins, etc.

5. Creative Decision-Making: Effectively evaluate or make independent decisions based

upon experience, knowledge or training, without supervision.

6. Ability to Comprehend and Follow Instructions: To follow instructions from

Supervisor, verbally and in written form.

7. Mathematical Ability: Calculate basic arithmetic problems, (addition, subtraction,

multiplication and division) without the aid of a calculator.

8. Time Management: Set priorities in order to meet assignment deadlines.

9. Ability to use computer software and manage computerized files.

# ENVIRONMENTAL/WORKING CONDITIONS

1. Inside work environment.

2. Flexible work hours; frequent evening and weekend hours.

# EQUIPMENT USED

Typewriter, calculator, copy machine, cash register, telephone, fax machine, microfilm/fiche reader/printers, book truck, audiovisual equipment, personal computer, receipt printer, collection security system, vacuum cleaner, other equipment as technology advances.

# EDUCATION AND EXPERIENCE

1. A Master’s Degree in Library and Information Science from a school accredited by

the American Library Association with emphasis on course work in childrens services.

2. Two to four years experience in a library with two years in childrens services

preferred.