

**Job Description**  
**PUBLIC SERVICES LIBRARIAN II, CHILDREN'S DEPARTMENT/COORDINATOR**

**NATURE OF POSITION**

Performs professional tasks related to library work with children. This position will be the system wide coordinator for Children's programming. May be responsible for the management, operation, and supervision of the Children's Department in the absence of Children's Department Head. Directly responsible to the Managing Librarian.

**ESSENTIAL FUNCTIONS: REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Promote and further the purpose and objectives of the Bay County Library System
- Work with patrons, co-workers, and supervisors in a manner that is positive, supportive, cooperative, and in the best interest of the library
- Have skills and abilities needed to effectively lead, train, supervise, and discipline personnel appropriately
- Be proficient in the application and operation of appropriate hardware and software for the automated circulation system and database
- Become proficient in operation of equipment in performance of duties, i.e. computers, multi-line phones, fax, photocopy and other machinery
- Bend, twist, lift, and interfile books and other library materials on shelving units up to 90" in height, transport books and a-v materials from one location to another
- Carry library materials, supplies and equipment weighing up to 30 pounds on a regular and repetitive basis and be able to push carts holding similar materials throughout the work site
- Possess verbal aptitude required to communicate clearly and effectively with children, parents, teachers, and library staff
- Must possess strong organizational skills
- Follow directions, meet deadlines, and perform required responsibilities
- Demonstrated knowledge of children's literature
- Ability to create and/or perform storytimes, crafts, and puppet shows

## **EXAMPLES OF POSITION RESPONSIBILITIES**

(Any one position may not require all of the responsibilities listed, nor do the listed examples include all tasks that may be necessary in positions of this class.)

- Promote and further the purpose and objectives of the Bay County Library System
- Read, review, and evaluate children's materials
- Plan and develop activities and programs for children such as storytimes, reading clubs, puppet shows, summer reading programs, etc.
- Coordinate the system-wide Summer Reading Program and the system wide monthly children's meetings
- Represent the library as a Children's Librarian in outside community activities as assigned
- Visit elementary schools, child care centers, and community groups to explain and promote the public library Children's services
- Perform reference and reader's advisor service for children
- Advise adult patrons in the selection of reading materials for children
- Systematically re-evaluate materials for the purpose of collection development
- Recommend departmental materials budget
- Keep abreast of developments and applications of library technology
- Prepare booklists and bibliographies
- Search the Internet and other on-line sources for materials
- Conduct tours and orientation sessions at the library as requested
- Instruct children in library skills
- Coordinate and supervise the operations of the department, including training, scheduling, and supervising departmental staff
- Attend pertinent meetings and professional workshops
- Perform other departmental duties as assigned

## **MINIMUM QUALIFICATIONS**

Master's degree in Library Science, including the study of juvenile literature, from an A.L.A. accredited college and three years experience working in a Children's Department. Equivalent combination of experience and education may be accepted.