



Job Description

Job Title:	Children’s Librarian	Location:	Millersville Public Library, Millersville, Tennessee
Department/Group:	Sumner County Libraries	Position Type:	Full-time (40 hours per week)
Date posted:	August 12, 2019	Posting Expires:	September 12, 2019
External posting URL:	http://www.sumnertn.org/Links_Resources/Job_Openings		
Applications Accepted By:			
E-MAIL: mclark@sumnercountyttn.gov	MAIL: Millersville Public Library of Sumner County Attn: Library Manager 1174 Louisville Highway Millersville, TN 37072		
SUBJECT LINE: Attention: Manager RE: Children’s Librarian			
Job Description			
GENERAL STATEMENT OF DUTIES			
<p>The Children’s Librarian will develop, coordinate, and implement children’s services for the Millersville Public Library under the supervision of the Library Manager. Work will involve direct interaction with children and their parents or caregivers. This position will also require work at the Circulation Desk which includes initial contact and communication with library patrons and guests and will be performed according to well-defined procedures.</p>			
ROLE AND RESPONSIBILITIES			
<p>The primary role of the Children’s Librarian is to promote library services to children and to manage and maintain the children’s library collection. Examples of Children’s Librarian responsibilities include, but are not limited to, the following tasks:</p> <ul style="list-style-type: none"> • Assist Library Manager in long range planning of library services and programs • Assist Library Manager in calculating budget needs for children’s programs and collection development • Plan, develop, and implement weekly story times for babies, preschoolers, and school-aged children • Plan, develop and implement Summer Reading Program for children and their families • Select children’s books and materials to be added to library collection • Collaborate with teachers and librarians of local schools, preschools, and daycare facilities • Conduct library tours for any interested groups and/or school groups • Attend professional development workshops and seminars related to children’s library services • Prepare marketing materials for children’s programs, i.e. press releases, bookmarks, posters, websites • Maintain order, cleanliness, and safety within the library and in spaces designated for children’s services • Create displays of library materials and signage in the children’s area of the library • Maintain accurate records of children’s programs and attendance figures • Assist library patrons and guests with locating materials and with their use of computers 			

- Check library books and materials in and out of the library
- Explain borrowing procedures to library patrons
- Issue borrowers new library cards
- Collect fines and complete monetary transactions
- Shelf library materials according to the Dewey Decimal System
- Assist in the physical upkeep of materials, i.e. cleaning and making minor repairs
- Answer telephone calls, transfer calls and provide information to callers
- Tally numerical totals for record keeping purposes
- Operate office machinery such as the photocopier, fax machine, and computer
- Use computer applications such as spreadsheets, word processing, calendar, and e-mail
- Cooperate as a team member with all library staff

QUALIFICATIONS AND EDUCATION REQUIREMENTS

The ideal candidate will have a Bachelor’s degree, preferably in Library Science or Education. Special consideration will be made for candidates having supervisory experience or any combination of education and training that proves the candidate has the ability to successfully perform the responsibilities of a Children’s Librarian.

PREFERRED SKILLS

The ideal candidate will have the ability to work well with children, the ability to understand and follow both verbal and written instructions, the ability to effectively speak and write, and the ability to establish and maintain effective working relationships with co-workers, library patrons and the general public. Additionally, the ideal candidate will be self-motivated and able to use initiative and independent judgment. The candidate must have the stamina for extended periods of walking, standing, sitting, bending, stooping and kneeling. The candidate must be willing to assume additional responsibilities as needed to assist in maintaining and operating the library.

ADDITIONAL NOTES

The candidate must be willing to work evenings and Saturdays.