

Angie W. Cox Public Library

119 N. Main Street, P.O. Box 370

Pardeeville, WI 53954

(608)429-2354

Library Assistant – Children’s Librarian Position Description

Responsibilities: Plans and conducts the children’s programs and services of the library under the supervision of the library director.

Duties:

1. Plans, organizes, implements and evaluates library services and programs for youth. Programming activities include preschool story times, afterschool programs, summer library program, holiday or special event programming, and other children’s programming as assigned by the director.
2. Hires special performers in conjunction with the summer reading program.
3. Communicates with home schoolers, teachers, students, parents and community members to help improve library services. Serves as a liaison with local schools.
4. Provides attractive displays and settings to encourage reading and composes and prepares public relations materials such as news releases, fliers, brochures, etc. clearing them with the library director before they are available to the public.
5. Plans for and orders or purchases supplies needed for children’s programming in conjunction with the library director.
6. Assists in selection of children’s materials; inventories supplies and materials; assists in weeding of children’s collection.
7. Compiles statistics on attendance of children’s programs and prepare reports.
8. Works at the Circulation Desk; checks materials in and out; assists library patrons in locating materials, answering reference questions, and providing reader’s advisory.
9. Deals tactfully and courteously with the public. Upholds all confidentiality rights of patrons and patron records as stated in Wisconsin statutes.
10. Upholds established library policies and procedures.
11. Works closely with library director in planning programs and maintains an effective working relationship with fellow staff members. Has a cooperative team spirit.
12. Uses library provided means for continuing education and training. Attends training, workshops, conferences and other continuing education related to youth services as approved by the director.
13. Other duties as prescribed by the library director.

Knowledge and abilities:

1. Knowledge and understanding of basic library principles, procedures, technology, goals and philosophy of service.
2. Ability to conduct story hour appropriate for children, using stories, songs, fingerplays, action rhymes, etc.

3. Ability to organize, plan and conduct programs for the entire year, well in advance of carrying them out.
4. Ability to communicate effectively with children, parents, staff and all library patrons in person and over the telephone.
5. Knowledge in using LinkCat (the library catalog), the internet, and other computer software as related to youth services.

Physical demands:

1. Sitting, kneeling, standing, walking, climbing stairs, and stooping.
2. Bending, twisting, and reaching.
3. Talking and hearing; using the telephone.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Lifting and carrying up to 50 pounds.
6. Handling, processing, and shelving books.
7. Typing, writing, filing, and sorting.
8. Pushing and pulling objects weighing 60-80 pounds on a book cart.
9. Mobility: ability to move within the library and travel to meetings and programs outside the library.

Mental requirements:

1. Communication skills: both written and oral.
2. Reading ability: effectively read and understand information in written and digital forms; ability to read material aloud to children.
3. Ability to comprehend and follow instructions.
4. Mathematical ability: correctly make change; calculate fines and copier charges; record statistics.
5. Time management skills: set priorities and meet assigned deadlines.
6. Decision-making and problem solving skills: ability to make decisions and solve problems based on knowledge, training, and experience.

Equipment used:

Computers (PAC), laptop; printers; scanner; copy machine; fax machine; calculator; audiovisual equipment; laminator; die-cut machine; answering machine.

Education and experience:

1. High school diploma or equivalent required. College degree preferred.
2. Computer and typing experience highly desired.
3. Previous experience working in a library preferred.
4. Previous job experience working with children is required.

Salary:

Hourly wage to be determined by library director and library board depending on education, experience, and qualifications.