

FLINT PUBLIC LIBRARY
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

TITLE: Librarian – Public Service (Children’s)

QUALIFICATIONS

Experience: Customer service in an educational or non-profit agency desirable.

Education: Master’s Degree from ALA-accredited program required

Skills:

- *Service orientation:* Able to approach patrons, introduce them to the library, inspire them to explore collections and coach them in the use of library resources, including computers
- *Relationships:* Able to establish and maintain effective working relations with library personnel and patrons with tact, respect and courtesy.
- *Collaboration and leadership:* Able to work as a member of a team and to lead a team; able to initiate and manage collaborative projects within the library and with other organizations
- *Communication:* Able to communicate verbally and in writing, including the ability to lead activities for groups of children, parents, teens and teachers.
- *Initiative:* Able to exercise independent judgment.
- *Reference:* Able to perform traditional reference work and integrate new technologies into traditional services
- *Collection development:* Able to develop a varied and balanced collection of materials tailored to the Flint community children and teens.
- *Technology:* Able to use computers and technology effectively to provide library services, plus working knowledge of: e-mail systems, file and folder maintenance, office software, web authoring software, digital imaging software
- *Work habits:* Able to manage personal work projects, to produce accurate and thorough work, and to meet deadlines
- *Commitment:* Able to maintain flexibility in scheduling, and to become involved in the Flint community on a professional basis

REPORTS TO: Manager of Information Services

TERMS OF EMPLOYMENT: Librarian Salary Schedule; 260 Days (52 Weeks), 40 Hours/Week;

ESSENTIAL FUNCTIONS:

- Delivers effective library service by providing reference, readers’ advisory services, bibliographic instruction, and instruction in the use of computers, databases and online search tools within the library and in the community.
- Develops and maintains special area of service or resources as assigned.
- Interprets library services and procedures to patrons and others in the community (i.e., represents the library on community groups and committees, plans and conducts library programs, provides library orientation and training.)
- Assists in collection management by evaluating community needs, reading reviews, recommending new and replacement materials for acquisition in all formats, evaluating usage, weeding.
- Assists in the development of bibliographies, webliographies and other patron resources.
- Gathers data and prepares in-house reports as needed.
- Participates in professional activities at local and regional levels, keeps abreast of current trends and developments in the profession, and shares information with co-workers.
- Conducts storytimes, booktalks, class visits and develops programs for children and teens.
- Perform outreach activities with local schools, caregivers, parent groups, and other organizations associated with children’s services. Promote library services, conduct tours, prepare book lists and provide other services as community needs dictate.
- Performs other duties and responsibilities as assigned

PHYSICAL DEMANDS FOR POSITION: Sedentary Work (See U.S. Dept. of Labor Guidelines)

EVALUATION: Performance of this position will be evaluated annually.