

**Job Posting: Library Assistant-Children's Services****Open Until:** June 29, 2015**Job Type:** Full Time**Description:**

Plans, implements and oversees all activities of the Children's Services department relating to programming, collection management, and reference and reader's advisory services for children.

**Distinguishing Features of the Class**

Under the general supervision of the Director, manages the day-to-day operation of the Children's Area; responsible for creating a climate of welcoming and responsive atmosphere of service for children and their adult caregivers. Provides reference and reader's advisory services; plans and presents programs; interacts with the public to create a favorable impression of library services; represents the library in the community. Schedule includes evenings and weekends.

**Examples of Duties:**

- Provides reference and reader's advisory services to customers
- Plans and presents programs for children and their caregivers
- Solves patron problems encountered during their library visits
- Selects materials for children's collection
- Works as liaison with schools and community groups to promote library use
- Designs, implements, and evaluates programs and activities in the library and in the community
- Merchandises books and other library materials to enhance their appeal and promote their use by browsers
- Contributes to webpage and newsletter
- Presents book talks and story times in the library and at local elementary schools
- Assists users with the library catalog
- Assists users of the public Internet computers and other equipment

**Requirements:**

- Knowledge of and appreciation of literature for children birth through fifth grade
- Knowledge of current reading, viewing, and listening interests of children
- Knowledge of public library practices pertaining to services to children
- Knowledge of and experience using public library technology and the Internet
- Ability to coordinate and prioritize tasks to meet deadlines
- Proven leadership skills that foster teamwork, effective communication, and high morale
- Ability to plan, implement, and evaluate effective library services
- Excellent organizational and problem-solving skills
- Ability to handle confidential and sensitive information with discretion

- Strong commitment to public service
- Excellent interpersonal skills and public service manner for modeling customer service expectations
- Ability to interact harmoniously and communicate well with customers and staff
- Excellent English communication skills, oral and written, and public-speaking/presentation skills
- Excellent computer, word-processing and Internet skills
- Ability to maintain reliable schedule and regular attendance
- Flexibility to adapt to changing work situations and to vary work schedule
- Good vision and hearing
- Manual dexterity to operate computer and telephone equipment
- Physical mobility
- Valid driver's license, acceptable driving history, and personal automobile for job-related transportation
- Satisfactory criminal background check

**Acceptable Experience and Training:**

- Three years of public library experience with children
- High School diploma or GED
- Graduation from a college or university preferred
- Experience with children's programming preferred
- Experience with Word, Excel, and other application software
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**Additional Information:**

Salary Range: \$10.74-\$13.03/hour

Please turn in a library employment application, cover letter, and resume to the Director at [erin@carolibrary.org](mailto:erin@carolibrary.org) by June 29, 2015. Library application can be found on our website at [www.carolibrary.org](http://www.carolibrary.org)