



Job Description

Position – Children’s Programming Librarian

Description

The Children’s Programming Librarian, under the supervision of the Head of Youth Services, will be responsible for specific aspects of the Library's services to infants through elementary age children. The Children’s Programming Librarian works in conjunction with the Head of Youth Services to produce the highest possible quality of library information and programming service to the community served by the Dexter District Library. This person is responsible for creating and providing programming, provides reference service and performs collection development.

Rate of Pay/Benefits

Scheduled for 25 hours per week / \$20.34 per hour / Pro-rated benefits - medical insurance, life insurance, short-term disability, retirement plan, sick, vacation and holiday time.

Requirements

Master's degree in Library Science from an ALA accredited graduate school
Coursework and/or experience with computers, electronic services and the Internet
Ability to adapt to and present current program offerings
Ability to develop and implement new programs
Knowledge of children's literature and demonstrated skills in programming for age-appropriate activities
Knowledge of library collection development tools, reference materials and bibliographic sources
Possess or be eligible for a valid Michigan Professional Library Certificate
Possess a valid Michigan driver’s license

Demonstrated ability to

Plan and present high quality, interactive story times for children under the age of five
Develop and implement exciting new programs for elementary aged children
Effectively communicate orally and in writing
Organize and supervise work of others
Project an enthusiastic and positive image of the Library
Set priorities in a changing environment and make decisions in a timely manner
Achieve and maintain cooperative and effective relationships with the supervisors, other staff members and members of the general public
Work comfortably with all age groups

Duties

Presents a regular slate of story times
Plans, organizes and presents other educational and entertainment programs for children
Assists with the presentation of the summer reading program, first grade reader round-up and other annual events
Provides Library promotional presentations and tours to outside groups
Schedules school visits to promote Library programs, services and materials

Develops and maintains assigned portions of the youth collections; evaluates and recommends materials for purchase; responsible for collection maintenance and discarding materials
Works regular shifts on the youth services reference desk
Writes press releases and other promotional literature
Creates in-house displays and decorations highlighting programs and areas of the collection
Creates bibliographies and other finding tools
Effectively uses and is able to teach others to use the Library's electronic catalog
Assists patrons in locating materials in the collection
Verifies that certain materials are not owned by the Library and takes appropriate steps to secure material through interlibrary loan or purchase
Maintains working relationships with public school librarians and teachers
Possesses the ability to perform all tasks related to the circulation of materials
Exercises supervision over professional, paraprofessional, technical, and clerical youth services staff as assigned
Serves as Building Supervisor during evening or weekend shifts when other supervisory staff is not in the building
Other duties as assigned

Physical Activity

Walking around and standing for 2-4 hours at a time
Ability to use standard computer terminals with 14" screens
Lifting and carrying boxes (up to 25 lbs.); stooping, bending, reaching overhead and horizontally to retrieve books from shelves; pulling, pushing full book carts, etc.

Professional Development

Maintains an interest in and current awareness of developments relevant to the position through professional journals, workshops, continuing education and conferences

Terms of Employment - Part-time, wage, benefits, and termination of employment in accordance with Board policy. Work schedule will include evening and weekend hours. The Head of Youth Services will determine the schedule. Flexibility to provide programming at times convenient to the public is mandatory. Employment is in good faith and at will. There is a three-month probationary period.

Evaluation - The Head of Youth Services will evaluate performance of this job in accordance with Board Policy.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

Cover letters and resumes may be mailed to Dexter District Library, 3255 Alpine St., Dexter, MI 48130. Fax resumes to 734-426-1217 Attn. Paul McCann, Library Director. When e-mailing resumes, please copy all of the following to ensure timely processing:

Paul McCann, Library Director pmccann@dexter.lib.mi.us
Cathy Jurich, Head of Children's Services cjurich@dexter.lib.mi.us
Kim Swoverland, Administrative Assistant kswoverland@dexter.lib.mi.us