



## 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

Full Time / Scheduled for 40 hours per week / annual salary \$42,307 / Benefits – employee covered medical/prescription 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  
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  
Coursework and/or experience with computers, electronic services and the Internet  
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 - 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](mailto:pmccann@dexter.lib.mi.us)  
Cathy Jurich, Head of Children's Services [cjurich@dexter.lib.mi.us](mailto:cjurich@dexter.lib.mi.us)  
Kim Swoverland, Administrative Assistant [kswoverland@dexter.lib.mi.us](mailto:kswoverland@dexter.lib.mi.us)