

JUNIOR SERVICES LIBRARIAN

Junior Services Librarian:

Reports to the Library Director

Non-Exempt

Part-time (15-20 hours)

Summary of Duties:

- Engage in ongoing collection development of all children and juvenile materials, including regular acquisitions and weeding.
- Repair damaged books and other materials.
- Repair issues within the catalog, as needed.
- Suggest and/or refine youth policies, work processes, or cataloging practices when applicable.
- Write grants and solicit donations for children programs and collections.
- Develop, propose, and help to coordinate programs of service to children in conjunction with the programming coordinator.
- Assist with outreach or other youth programming.
- Assist with the circulation desk and other regular circulation procedures.
- Regularly update the decor, maintain the collection, and enhance the general surroundings in the youth rooms.

Desired Knowledge, Skills and Abilities:

- MLIS from an ALA accredited school preferred. A combination of a relevant bachelor's degree and experience will also be considered.
- Experience working with children and/or within libraries.
- Knowledge of children's literature and popular culture.
- Ability to collaborate with staff as well as the programming coordinator and the director with ongoing cataloging and programming processes.
- Ability to demonstrate knowledge, appreciation, and understanding of library materials, both print and electronic.
- Excellent written and oral communication skills.
- Willingness to obtain library certification and further training in professional skills as necessary.