



JOB DESCRIPTION

POSITION TITLE: Children's Services Librarian
DEPARTMENT: Upper Dublin Public Library (UDPL)
REPORTS TO: Head of Children's Services

EEO JOB CATEGORY:

DATE JOB DESCRIPTION COMPLETED: January 2020

REPLACES JOB DESCRIPTION DATED:

PURPOSE OF THIS POSITION: The incumbent in this position assists in the delivery of services for all children, as well as parents/caregivers and families. This position will focus on providing services for the elementary & middle school populations (ages 5-14 years). Responsibilities include collection development, readers' advisory, program planning & implementation and outreach.

TYPICAL EXAMPLES OF WORK: This job description is designed to accurately reflect job duties. However, it may not be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

- Assists the Head of Children's Services with all operations performed in and involving the children's library and its programs and services.
- Conducts reference/readers' advisory interviews to assist children and their parents/caregivers with the identification and selection of materials and services, according to their interests and abilities.
- Instructs children in the use of library tools and resources, empowering them to choose materials and services on their own.
- Plans programs and initiatives for children, parents/caregivers and families, focusing primarily on the elementary-middle school population (ages 5-14 years). Interest/experience with STEAM and emerging technologies highly desirable.

- Analyzes, maintains and develops diverse, current and relevant children's collections that recognize children's need to see people like and unlike themselves. Examples of children's collection materials include, but are not limited to: print books, movies, homework help websites, ebooks, databases and apps.
- Encourages use of materials and services through bibliographies, booktalks, displays, electronic documents and other special tools.
- Provides liaison and outreach services to schools (public, private, parochial) and community organizations.
- Supports programs and services for babies through preschoolers as needed; communicates the value of the Family Place philosophy effectively.
- Participates in all aspects of the UDPL's planning process to represent and support service to children, parents/caregivers and families.
- Respects and upholds the UDPL's mission/vision as well as the values outlined in the ALA Library Bill of Rights and the Freedom to Read and Freedom to View Statements.
- Recommends and enforces library policies and procedures, especially as they pertain to children, parents and families.
- Compiles statistics and reports monthly to the Head of Children's Services.
- Establishes and maintains relationships with Upper Dublin Township Departments, local libraries, and other agencies serving children in the community.
- Represents the library at state, local and national professional meetings and conferences to strengthen skills, interact with fellow professionals and contribute to the library profession.
- Pursues professional development and continuing education opportunities annually.

NECESSARY OCCUPATIONAL TRAITS:

Knowledge: Thorough knowledge of library services for children, parents/caregivers and families. Knowledge of children's literature and resources and the reading habits of children, particularly for the elementary - middle school audience. Knowledge of public library services and operations. Knowledge of cloud computing, Apple iOS and Android OS. Knowledge of DDC. Knowledge of adult reading habits and interests a plus.

Skills: Communicate effectively in person, in writing, on the telephone, via email and social media to residents of all ages. Strong information seeking skills. Skillfully

conducts reference interviews. Comfortable preparing and presenting material before an audience. Critical thinking, problem solving, decision making and mediation skills and techniques needed. Accurate and attentive to detail. Organization and prioritization of workload. Excellent teaching skills, relating to resources, STEAM, and other programs.

Proficient in navigating the Windows environment. Excellent computer software skills, including Microsoft Office, email and electronic calendar (Outlook). Excellent Internet and database searching skills across a variety of browsers. Comfortable performing activities on a variety of devices, including smartphones, tablets, etc. Experience with Overdrive and ebooks strongly preferred.

Abilities: Able to serve as an advocate for children, parents/caregivers and families and clearly and persuasively vocalize what's needed to serve them successfully. Able to work well with people of all ages, but especially children, in a cheerful and enthusiastic manner. A team player, able to lead or assume a supporting role as needed. Able to multi-task in a fast-paced environment. Able to think creatively, outside the box, and to take risks. Able to exercise good judgment, courtesy and tact. Able to teach children and parents/caregivers to use library resources. Able to carefully plan, organize and prioritize workload. Able to interpret statistics. Able to troubleshoot technology a plus.

Requires stamina and physical capability to conduct programs for children. Requires the ability to repeatedly lift, carry and shelve books and toys, interact with children on their level and move around the library.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- American Library Association accredited master's degree.
- Minimum one (1) year library experience preferred.
- Must possess a valid driver's license and own/have access to a car for scheduled outreach to organizations and to attend meetings/conferences/workshops at area libraries and around the state.
- Any equivalent of experience and training that provides the required knowledge, skills and abilities.

SPECIAL QUALIFICATIONS REQUIRED (Licenses, Certifications, Registrations):

Department Director Signature: _____ Date: _____

PHYSICAL DEMANDS OF JOB

JOB TITLE:

NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by state and federal law.

1. In an 8 hour workday, this job requires the physical ability to: (Place an "6" for maximum capability for each activity.)

TOTAL AT ONE TIME:

A)	Sit	1	2	3	X	5	6	7	8	HOURS
B)	Stand	1	2	X	4	5	6	7	8	HOURS
C)	Walk	X	2	3	4	5	6	7	8	HOURS

TOTAL DURING AN ENTIRE 8 HOUR WORK DAY:

A)	Sit	1	2	3	4	5	X	7	8	HOURS
B)	Stand	1	2	3	4	X	6	7	8	HOURS
C)	Walk	1	2	3	4	X	6	7	8	HOURS

2. Job requires the physical ability to LIFT:

		NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A)	Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
B)	11-20 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
C)	21-30 Pounds	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
D)	31-40 Pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E)	41-50 Pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F)	51-100 Pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Job requires the physical ability to CARRY:

A)	Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
B)	11-20 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
C)	21-30 Pounds	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
D)	31-40 Pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E)	41-50 Pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F)	51-100 Pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Job requires the physical ability to use HANDS for repetitive actions such as:

	SIMPLE GRASPING	PUSHING & PULLING OF ARM CONTROLS	FINE MANIPULATION
A) Right	X	-	X
B) Left	X	-	X

4. Job requires the physical ability to use FEET for repetitive movements as in pushing and pulling of leg controls:

RIGHT	LEFT	BOTH
-	-	-

5. Job require the physical ability to function in activities involving:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) Reaching	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
B) Bending	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
C) Squatting	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
D) Crawling	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
E) Climbing	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F) Driving a vehicle	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
G) Unprotected heights	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H) Being around moving machinery	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I) Exposure to marked changes in temperature and humidity	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
J) Exposure to dust, fumes, gas	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>