



## JOB DESCRIPTION

**TITLE:** Children's Services Librarian  
**GRADE:** 7  
**REPORTS TO:** Children's Services Manager

**DEPT:** Children's Services  
**CLASSIFICATION:** Non-Exempt

### Overview:

- The Children's Services Librarian works with the Children's Services Manager to plan, implement, and evaluate comprehensive library services to children.

**Education and Experience:** MLS required from an accredited institution; at least 1 year experience working in a public library highly preferred.

**Continuing Education:** All Children's Services Professionals are required to attend continuing education and training opportunities relevant to the position.

### Qualifications:

- Collection Development—selection, maintenance and deselection of designated children's collections.
- Graphic design and marketing experience, specifically for library programs and events.
- Proficiency with social media and other facets of the internet.
- Ability to edit children's web page via Wordpress is a plus.
- Works and communicates effectively with the public and library staff using both written and verbal communication skills. Exercises professional ethics and courteous manner at all times.
- Demonstrated proficiency with Microsoft Office Suite and Windows operating systems.

### Duties & Responsibilities:

- Conducts day to day library programs and services for children, under the direction of the Children's Services Manager.
- Assists in planning and coordinating all services to children.
- Answers reference questions for children and provides readers' advisory service for children at children's reference desk.
- Helps maintain current and frequently changed children's displays.
- Instructs patrons in use of equipment and in the use of the online catalog, computer workstations and other library resources
- Maintains records and prepares reports as requested or assigned.
- Assist in monitoring the behavior and conduct of library patrons.

- Presents programs to outside community groups and have a willingness to represent the library within the community.
- Maintains an ongoing knowledge regarding the provision of children's services and literature.
- Ability to work independently under general supervision.
- Attends appropriate meetings, workshops, and seminars.
- Performs other duties as assigned.

**Skills:**

*Office and Library:*

- Knowledge of productivity suites and integrated library systems (experience with Polaris Library System preferred, but not required).

*Communication:*

- Ability to represent the library in a positive, professional and competent manner
- Ability to coordinate and manage multiple processes, tasks, and employees simultaneously.
- Exercises reasonable and independent judgment and discretion.
- Understanding of verbal and written procedures and directions.
- Ability to thrive in a fast-paced work environment and to embrace and implement change.

**Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job.

Physical requirements for this position include: good speaking, hearing and vision ability, ability to push carts of library materials weighing up to 100 pounds rarely, lifting materials weighing up to 50 pounds rarely and lifting materials up to 25 pounds occasionally.

**Working Conditions:**

Work is performed in a typical library environment. Access to a vehicle with proof of insurance required.

**Work Schedule:**

The Children's Services Librarian's work schedule will be determined by the Children's Services Manager. Flexibility is required; part time position requiring a variety of days, evenings, and weekend hours.

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