



JOB DESCRIPTION

Children's Librarian

Date Prepared: September, 2021

SUMMARY: Under limited supervision, develops, organizes, and oversees a variety of children's and family programs and activities; performs related duties, as required.

ESSENTIAL FUNCTIONS: *Essential duties and responsibilities may include, but are not limited to the following:*

- Develops, Plans, and coordinates the library's children and family programming.
- Coordinates with the planning and implementation of library events such as the Summer Reading Program.
- Assists with the supervision, training, and scheduling of part time and seasonal library staff; recommends staff discipline procedures as may be needed.
- Provides on-site supervision and implementation of assigned program areas and events.
- Assists with administrative tasks including the maintenance of records, files and other data.
- Assists in preparing promotional materials including flyers, program brochures, newsletters and press releases.
- Ensures that assigned programs or events are operating in compliance with established City policies, and health and safety rules and regulations.
- Monitors assigned facilities and activities of users; secures facilities as required.
- Participates in assessing program and event needs for budget development.
- Assists the City Librarian in recruiting, interviewing, selecting and training volunteers, contractors, and vendors for events and programs.
- Assists in preparing and processing contracts and agreements; monitors associated payments and renewals.
- Assists in the evaluation of programs, events and collections related children and family programming.
- Resolves customer satisfaction issues; makes recommendations on patrons' requests.
- Assists in developing and refining policies and procedures for children and family programming.
- Assists in writing and administering grants for various programs and projects.

MINIMUM QUALIFICATIONS:

Education, Training, and Experience Guidelines:

Bachelor's degree in Library Science or a related field and one year of professional experience in children's programming; OR an equivalent combination of education, training, and experience that demonstrates the ability to effectively implement children's programming for a public library.

Master's degree in Library Science or a closely related field is preferred. Ability to read and write in Spanish is desirable.

Knowledge of:

- City policies and procedures.
- Principles and practices of working effectively with children and families.
- Principles and practices of public relations and marketing.
- Principles and practices of project management.
- Methods and techniques used in planning, marketing and evaluating events and programs.
- Modern office practices and procedures.
- Operational characteristics of assigned programs and events.
- Principles and practices of effective and appropriate public contact and customer service.
- English usage, spelling, grammar and punctuation; and basic mathematical principles.

Skill in:

- Working independently under minimal supervision.
- Developing and maintaining children's library programs.
- Scheduling, training, and supervising the work of others.
- Using initiative, discretion and judgment within established procedures, guidelines and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Organizing and managing multiple projects, with the ability to prioritize work.
- Expressing ideas clearly and communicating effectively verbally and in writing.
- Building effective teams and providing efficient customer service.
- Interpreting and applying City, state and federal policies, laws and regulations.
- Operating a personal computer and various software applications.
- Applying safe work practices.
- Analyzing, interpreting and explaining program policies and procedures.
- Establishing and maintaining effective working relationships with those contacted during the performance of work duties.
- Preparing written reports, newsletters, flyers and other written materials.

LICENSES AND CERTIFICATION REQUIREMENTS

Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

WORKING ENVIRONMENT

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment and is occasionally subject to outdoor settings with exposure to diverse weather conditions such as wind, heat, cold, and rain. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.