



**Mansfield/Richland County
Public Library**

**VACANCY POSTING
& JOB DESCRIPTION
Children's Librarian**

Applications will be accepted until 5:00 p.m. on Tuesday, April 23, 2024.

Complete an online application on our website: www.mrcpl.org/about/employment

Application forms are also available and accepted at all MRCPL locations.

Please submit letter of interest and current resume with application.

This is a 20 hour per week position scheduled day, evening and weekend hours.

Reports to:	Children's Department Manager	FLSA Status:	Non-exempt
Pay Grade:	24; \$23.56/hr to start	Location:	Main Library

Positions Supervised: None

POSITION SUMMARY: Under the supervision of the Children's Department Manager and with oversight from the Youth Services Coordinator, the Children's Librarian is responsible for providing and promoting library resources and services to persons of all ages, with a focus on children ages birth through early teens, and performs a variety of duties including actively assisting in collection development and planning and implementing programming for children.

QUALIFICATIONS:

1. MLS or MLIS from ALA-accredited university is required. Consideration will be given to candidates actively enrolled in the MLS/MLIS program with proof of current enrollment.
2. Coursework emphasis on children's literature and development as well as programming for children is preferred.
3. Experience working in public library setting is preferred.
4. Advanced computer skills using Microsoft Office, GSuite, internet and email
5. Ability to read, write, speak and understand English
6. Must be experienced and comfortable working alone and in a team environment
7. Must have advanced facility with a variety of social media and digital formats along with devices used by customers, like iPad, tablets, eReaders, smart phones and the like
8. Experience working with a wide variety of professional reference, research, and reader's advisory tools, publications, and resources.
9. Experience working closely with children is preferred.
10. Knowledge of current trends in public library resources, services, and programming.
11. Reliability and above average work attendance with ability to work flexible schedule including day, evening and weekend hours

12. Physical requirements: Engage in extended periods of sitting, standing, walking, bending, stooping, kneeling, twisting/turning and stretching to shelve materials throughout the library on shelves of varying heights from above shoulders to below knees. Engage in intermittent periods of climbing stairs, typing and viewing computer monitors, lifting and carrying equipment and materials occasionally weighing 40 – 60 pounds and pushing loaded book trucks weighing 75 - 100 pounds or more on tile or carpet. Must be able to use hands and fingers to grasp, handle and manipulate materials and operate tools and controls, including computers, phones and office equipment. Occasionally required to get on hands and knees to look for materials that have fallen under the shelves or stand on a step stool 14 ½ inches high to reach upper shelves. May need to sweep or vacuum after programs.
13. Favorable results of pre-employment background check.
14. Reliable transportation in order to meet work requirements.
15. Valid vehicle operator's license is required, with acceptable driving record and current vehicle insurance. Travel in all weather conditions is required.
16. Required at time of hire: proof of eligibility to work in the United States.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Library policies, procedures and operations, including emergency response (acquired after hire)
2. Knowledge of safe work practices and safe lifting techniques (acquired after hire)
3. Advanced knowledge of Dewey Decimal System and alphabetization principles
4. Advanced knowledge of reference interview and readers' advisory techniques with advanced knowledge of, and the ability to utilize appropriate resources when assisting customers with selections and information.
5. Ability to successfully communicate with children using age appropriate techniques (acquired after hire)
6. Advanced knowledge of children's literature, both current and classic, and current trends in library service to children.
7. Ability to simultaneously manage duties and complete work with multiple interruptions and distractions
8. Ability to speak publicly to audiences of varying size and demographics
9. Ability to actively listen and communicate clearly with diverse customer base
10. Ability to understand and follow specific instructions
11. Ability to work independently in the absence of close supervision
12. Ability to prioritize work and efficiently carry out assigned tasks and projects
13. Ability to perform tasks in areas where seating is not provided, unless reasonable accommodation is requested
14. Ability to remain mentally alert, focusing attention on detail and accuracy
15. Skill in exhibiting an attitude of professionalism, including tact, good judgement, dependability and courtesy
16. Excellent organizational skills and attention to detail and accuracy

ESSENTIAL CORE COMPETENCIES

All MRCPL employees are expected to continuously demonstrate the following:

1. Basic computer skills with demonstrable ability to use applications in Windows environment including Microsoft Office products, internet use and email
2. Ability to efficiently, effectively and positively meet the library needs of internal and external customers
3. Ability to use good judgement and common sense when making decisions, based on Library policies and procedures, to the best interest of the Library, staff and public
4. Ability to communicate effectively, both orally and in writing
5. Ability to adapt and adjust to changing situations
6. Ability to troubleshoot and correct basic technology problems
7. Awareness of community events, resources, attractions and demographics
8. Understanding of Library policies and applicable local, state and federal laws and the ability to communicate this information to staff and customers and ensure the Library's compliance
9. Knowledge of and ability to use the content of the Library's website, online catalog and Integrated Library System
10. Awareness of the attributes and library needs of particular customer groups and the ability to apply that knowledge through materials, services and programming
11. Understand and support the Library's role in providing free and equal access to ideas, information, resources, and services, from all points of view, without restriction, to every individual (Intellectual Freedom)
12. Ability to identify and prioritize work needs
13. Ability to establish and maintain effective working relationships with supervisor and other staff members and work collaboratively with others to achieve organizational goals and objectives
14. Knowledge of and compliance with the Ohio Ethics Law and the Code of Ethics and values of the Library
15. Ability to promote and support the fundamental purpose of the public library, its mission, vision, culture and structure

ESSENTIAL TASKS AND RESPONSIBILITIES:

Note: The duties listed below illustrate but do not limit the tasks performed by persons in this classification.

1. Consistently provide superior customer service.
2. Handle multiple interruptions at once, sustaining productivity and accuracy.
3. Exhibit professional, courteous and approachable demeanor at all times.
4. Work at the Public Service desk as needed, and professionally and non-judgmentally provide quick and accurate answers, using appropriate reference techniques.
5. Using good judgment and common sense, deal tactfully and professionally with customers to resolve issues, based on Library policies and procedures, to the best interest of the Library, staff and public.
6. Locate and process materials to fulfill customer requests.
7. Deal quickly and appropriately with emergency situations in accordance with library policies and procedures.
8. Bring library resources, services and programs to schools, preschools and daycares in the community, working with teachers to identify needs and opportunities.

9. Plan, promote and facilitate annual system-wide library programs for children.
10. Promote, prepare, facilitate use of, and occasionally deliver Teacher Packs.
11. Conduct in-depth and skilled reference interviews, using resources and materials in a variety of formats, to provide research assistance and connect customers to the information they are seeking.
12. Conduct in-depth and skilled reader's advisory services using resources and materials in a variety of formats.
13. Conduct collection maintenance and development in assigned areas of the collection by identifying new and additional materials, evaluating existing materials, removing out of date or worn materials, and verifying physical labeling and catalog record accuracy.
14. Assist with daily shelving, straightening, and shelf reading.
15. Participate in producing quality children's programming at the library and in the community under the leadership of the Youth Services Coordinator.
16. Develop and present specialized workshops and training based on customer interest, requests and needs and when requested by administration.
17. Directly assist and instruct customers in using library online resources upon request either in person or over the phone.
18. Assist in the use of computer reservation and print release software in accordance with library policy and procedure.
19. Track and maintain statistical data within your area of responsibility or as requested by supervisor.
20. Create and maintain displays on various themes and timely topics in or around the department.
21. Create, publish and manage relevant and appropriate blog posts, Subject Guides and web pages within area of responsibility.
22. Maintain a current awareness of system wide library programs, resources, and services in order to recommend to customers as appropriate.
23. Produce bibliographic aids such as reading lists, bibliographies and resource guides and library displays as needed.
24. Complete specialized projects or off-desk responsibilities as assigned by supervisor, meeting the operational needs of the department.
25. Make minor corrections to the catalog, as needed.
26. Serve as contact for community organizations including schools in your area of responsibility.
27. Identify and make recommendations for improvements to operations and streamlined work processes.
28. Represent the Library publicly at meetings and other activities, as directed.
29. Maintain regular and predictable attendance, working days, evenings and weekends to meet the needs of the department.
30. With reasonable accommodation, meet the physical requirements and perform essential tasks and responsibilities reliably within 6 months of on-the-job experience and training.

ADDITIONAL TASKS AND RESPONSIBILITIES:

Note: The duties listed below illustrate but do not limit the tasks performed by persons in this classification.

1. Adhere to, support and effectively implement Administration and Board policy, procedures and core values.
2. Perform basic aspects of Circulation duties.
3. Assist customers in using the self check machines.
4. Assist in the training of new staff and department volunteers.
5. Occasionally participate in the planning and/or execution of special programs and events as indicated by customer/community interest and need or administration request
6. Serve as primary contact for area schools, preschools and daycares.
7. Complete special projects as directed by the Children's Department Manager or the Youth Services Coordinator.
8. Straighten area after program conclusion, sweeping and vacuuming as needed.
9. Work with supervisor to identify promotional opportunities for services and resources available within your area of responsibility.
10. Participate in the Library's community engagement efforts and activities.
11. Engage actively in professional development and monitor changes in the profession through meetings, professional association membership and activities and professional reading, bringing ideas and suggestions to the attention of the supervisor.
12. Act as Person In Charge (PIC), as requested, and work Sunday rotation when scheduled.
13. Perform opening and closing procedures for department.
14. Attend meetings as scheduled by the Children's Department Manager and Youth Services Coordinator.
15. Communicate regularly with supervisor.
16. Clean up bodily fluids as necessary following Library procedures.
17. Attend Staff Development Day, and additional workshops and seminars as assigned.
18. Perform additional tasks as required by the upward chain of command, which moves from the Children's Librarian to the children's Department Manager to the Youth Services Coordinator to the Deputy Director to the Director.