



**JOB ANNOUNCEMENT
CITY OF TROY, AL
EXTERNAL**

CLASSIFICATION TITLE: Children's Librarian

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE: 04/17/2019

CLOSING DATE: 04/23/2019

SKILL LEVEL: 7

SUMMARY DESCRIPTION:

The primary responsibility of this position is the coordination and implementation of the Library's services for children and teens, preschool through 12th grade. The Children's Librarian will have full supervision of the Children's Area and maintain a quiet, safe, productive and attractive environment. This position involves working directly with children and their parents or caregivers. It is important, therefore, that the person with this title genuinely likes children, is comfortable with them, and enjoys serving them. This position will also involve some time at the circulation desk, but not as a primary assignment. This is a highly visible and responsible position. Above all, the person in this position should present a positive image of the "personality of the Library" – making all people feel welcome at the Library.

REPRESENTATIVE DUTIES: Under the Direction of the Library Director:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develop, implement, and manage all programs associated with Children's Services. This may include, but is not limited to, story times, crafts, books clubs, teen advisory groups, etc.
2. Planning and coordinating the Library's summer reading program.
3. Plan and conduct programs for children that encourages them to read, view, listen and use library materials and facilities.
4. Confer with teachers, parents, and community groups to assist in developing programs to encourage and improve children's library and reading skills.
5. Promote library materials and services through displays and exhibits.
6. Maintain accurate records of programs and attendance figures.
7. Assist students and parents in locating materials and answering reference questions.
8. Advise and assist with collection maintenance and collection development.
9. Weed the children's collection of old and/or outdated materials.
10. Promote community outreach with local daycares and preschool facilities.

11. Keep informed of current developments in children's services by reading current literature, both print and electronic.
12. Conduct library tours for any interested groups and/or school groups.
13. Educate patrons in the use of library services including the online catalog, providing initial research assistance, how to locate materials, use equipment, and Internet services available.
14. Prepare and submit reports of activities and monthly statistics.
15. Participate in Saturday work as needed.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Ability to get along with patrons and colleagues; self-motivated worker with outstanding human relations, communication skills, and positive attitude towards public service work;
- Ability to set priorities and multi-task; general knowledge of technology trends including mobile devices and social media; ability to plan, initiate, develop, and evaluate special library programs and services;
- Ability to resolve public concerns and difficulties using tact, courtesy, and good judgement; ability to communicate effectively and professionally with staff and patrons;
- Ability to work independently in the absence of supervision.

MINIMUM QUALIFICATIONS – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

1. High school diploma is required. An associate degree in a relevant field as well as two to three years of experience in a related field is preferred.
2. Must have a valid Alabama Driver's License, a good driving record.
3. Must submit to and pass a pre-employment physical, and drug and alcohol screening.
4. Prior to employment offer, position subject to satisfactory background check.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

Essential Physical Abilities
Work is primarily performed in an office setting, with exposure to computer screens. Must be able to operate a variety of automated office equipment including a computer, printer, calculator, copier, facsimile, telephone, etc. While performing the duties of this job, the employee is frequently required to stand, sit, talk, and use hands to finger, handle, feel, or operate objects, tools, or controls. The employee is occasionally required to climb or balance, stoop, kneel, or crouch. Tasks may include lifting and/or moving up to 35 pounds.
Supervisory Control
The Librarian assigns work in terms of general instructions. The supervisor spot-checks

completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include City of Troy Personnel Policies and Procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity
The large number of policies, procedures, laws and regulations to be followed contributes to the complexity of this position.
Scope & Effect
The purpose of this position is to provide support to the Troy Public Library and to ensure all library functions run smoothly. Success in this position results in greater effectiveness of the Troy Public Library's processes and services.
Personal Contacts
Contacts are typically with employees, co-workers, City departments, support agencies, and members of the general public.
Purpose of Contacts
Contacts are typically to give or provide information, gather information, and provide services.
Work Environment
The work is typically performed in an office setting.

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Some travel required.

Successful applicant is required to pass physical examination and drug test, and have a valid Alabama Drivers' License. Position is subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy
Human Resources Dept.
Troy, Alabama

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION.

The City of Troy is an Equal Opportunity Employer.