

Manson Public Library Job Description

Position: Children's Librarian

Combination of Assistant Director and Storyteller

Functions of the job:

- Uphold the Mission Statement of the library by providing the library and its patrons with the best possible access to information.
- Assist director where needed.
- Be aware of library regulations and policies, especially those pertaining to Library Operations and Computer Use
- A commitment to providing a quality program for the children of this community and the surrounding area.
- Plan and conduct all children's programming for the library; to include story time and summer library programs
- Make recommendations for materials to purchase, especially children's Materials
- Use of automation-software cataloging functions; including Data in-put, and other functions necessary to process library materials
- Have good, basic computer knowledge of Windows OS (Windows 10 Pro currently on library computers), general PC functions, MS Office 15 software (including Word, Excel, PowerPoint, and Publisher) and Internet navigation skills.
- Daily operations of the library; including, but not limited to:
 - Check materials in/out using automation system
 - Shelve materials
 - Answer phone and fax machine
 - Copier
 - ILL service as lender and borrower
- Help patrons with access to all aspects of the library:
 - Use of OPAC catalog and locating materials
 - Computer use; library's available software, Internet, printing, etc.
 - BRIDGES, access to downloadable audios and eBooks
 - InterLibrary Loan options
- Conduct reference searches

Knowledge and skills (KSA's) to meet the needs of this position:

- K: education, previous training and/or experience
- S: patience, leadership, team player, written and verbal communication, technology
- A: working with the public, organizational skills, computer skills

Education and experience requirements:

- High school diploma required
- College education preferred
- Background or experience working with children preferred
- Certification from State Library of Iowa, within 4 years of employment, Recommended
- Experience working with the public; both adults and children
- Meet any applicable requirements of all city employees

Physical requirements:

Including, but not limited to: stooping, crouching, hearing, talking, standing, manual dexterity, lifting up to 25 pounds, bending and carrying.

General work conditions:

- Report to library director and Board of Trustees
- Attend continuing education and organizational meetings; suggested, but not required. (Continuing education needed for certification)
- Must have a valid driver's license
- Hours: 15-18 hours per week; all within library's open hours
 - One Saturday per month, possibly some evening hours
 - Additional hours possible for programs and substituting
- Hourly wage starting at \$10.00/hr. based on experience, education and responsibilities
- Paid Leave if meet minimum requirements (see Personnel: Policies and Procedures)

Dress code:

Present self well to public: clean, neat appearance

Mileage reimbursement for travel to organizational meetings, continuing education workshops, etc.