

Job Description

Early Literacy Librarian

Name:		Department:	Youth & School Services
Pay Grade:	E	FLSA Code:	Non-exempt
Reports To:	Head of Youth & School Services	Typical Schedule:	Varies; evenings and weekends as assigned
Last Updated By:	Donna Dunn	Date:	9/11/2017

Job Summary

Working under the Head of Youth & School Services, the Early Literacy Librarian is responsible for assuring high patron satisfaction with all aspects of the department, in accordance with current Library policies and procedures. This includes planning and executing early literacy programs, representing the library as an early literacy expert, and coordinating all early literacy services including parent education, outreach, and overall services for the library's youngest patrons. Other responsibilities include providing readers' advisory and reference services in the library, in area schools from preschool through grade 8, and in the community, as required.

This position does not have any supervisory responsibilities, but may oversee assigned volunteers.

Essential Functions & Responsibilities

Primary

- Coordinates early literacy programs and services
 - Plans quarterly calendar of programs
 - Executes regularly scheduled storytimes and programs for ages 0 - 5
 - Orders supplies for Kits for Babies, collectible cards, and other items, as needed
 - Evaluates current services and participates in long-range early literacy planning
- Serves as an early literacy expert for the library and the community
 - Writes e-newsletters, parent tips, and contributes social media and website content related to early literacy
 - Plans parent education events and preschool teacher professional development workshops

-
- Answers questions and provides readers' advisory services to children ages 0 - 14, their caregivers, teachers, and patrons interested in youth materials in person or via telephone, email, instant message, or any other form of electronic communication
 - Provides exemplary service to patrons in a timely and confidential manner, maintaining the library's high level of customer service in accordance with the Standards of Public Service
 - Oversees selection and continual collection development of materials in assigned areas, including weeding and accurate organization of materials
 - Creates displays and electronic resources that promote the collections and services of the department
 - Plans and executes in-house programs that support the department's mission to educate and entertain children and their caregivers
 - Maintains knowledge of current print and electronic resources to competently answer questions
 - Maintains knowledge of and provides help with circulating and non-circulating technologies, including but not limited to tablets, eReaders, laptops, public computers, printers, copiers, scanners, and fax machines
 - Provides support to the district schools, preschool through grade 8, including support for students, caregivers, teachers, and administrators through school loans, programs, and outreach events
 - Utilizes technologies proactively to support department functions, and assists in evaluating and recommending new technologies to be used by the department
 - Represents the library in a positive fashion at all times
 - Works at the reference desk, as scheduled
 - Participates in outreach events, as requested
 - Demonstrates good, timely judgment in the interpretation of library and department policies during normal workflows and emergencies, assuring that patron safety and concerns are handled appropriately
 - Attends scheduled meetings and training, as required
 - Maintains awareness of overall library functions, projects, and goals

Secondary

- Participates in professional development and continuing education, as appropriate
- Keeps current on trends and issues in library practices and philosophy
- Understands and demonstrates the Standards of Public Service
- Performs other duties, as assigned

Education Requirements

The minimum level of formal education required to perform this job is checked.

- | | |
|---|--|
| <input type="checkbox"/> Some high school | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> High school diploma or GED | <input checked="" type="checkbox"/> Master's Degree/MLIS |
| <input type="checkbox"/> Associate's Degree | <input type="checkbox"/> Other: |

Training, Skills, Knowledge, and/or Experience

Required

- Minimum of one (1) year of successful library experience or coursework with an emphasis in youth services
- Knowledge of early literacy practices, including Every Child Ready to Read initiatives and specific child development stages for ages 0 - 5
- Skilled in digital literacy with the ability to create, evaluate, share, and understand information in a variety of formats
- Ability to effectively provide reference assistance and instruction services
- Thorough knowledge of popular materials for children ages 0 - 14 and readers' advisory resources
- Working knowledge of modern library policies and procedures, methods, practices, and materials
- Demonstrated knowledge of collection development
- Excellent written and verbal communication skills
- Excellent technology skills to include: Microsoft Windows and Office applications, Google Suite applications, the internet and social media services, eReaders, and tablets
- Ability to adapt to evolving technology
- Ability to exercise initiative in problem-solving and referring questionable situations to the supervisor
- Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision
- Ability to plan, organize, and prioritize work assignments
- Ability to work independently or as part of a team
- Service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library

Preferred

- Successful employment experience as a youth reference librarian in a public library

Physical Requirements

	Constantly ($\frac{2}{3}$ or more of the time)	Frequently ($\frac{1}{3}$ - $\frac{2}{3}$ of the time)	Occasionally ($\frac{1}{3}$ or less of the time)
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending/stretching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping/kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching overhead (up to 75" high)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/carrying/moving (up to 50 pounds)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading/analyzing/interpreting data	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Viewing/working at a computer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving wheeled carts (100 lbs.) within or between buildings in all weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Scheduling

This position may require working during any of the hours that the Library is open, including evenings and weekends. Although a regular weekly schedule is established, the needs of the Library may require schedule changes and flexibility.



Equal Employment Opportunity

The library does not discriminate on the basis of race, color, gender, religion, sexual orientation, gender identity, national origin, ancestry, citizenship, age, disability, veteran status, marital status, pregnancy, arrest record, protected order status, genetic information, or other non-job related criteria in any term, condition, or privilege of employment.

Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job functions may change as needs evolve.

Employee Signature

Date

