



CHILDREN'S LIBRARIAN

DEPARTMENT: LIBRARY

REVISION DATE:

February 2018

BARGAINING UNIT:
NONE

PAY MATRIX:
LEVEL 16

FLSA CLASS:
NON-EXEMPT

REPORTS TO: **LIBRARY DIRECTOR, ASSISTANT LIBRARY DIRECTOR**

DIRECT REPORTS: **CHILDREN'S PROGRAMMING ASSISTANT**

POSITION SUMMARY:

Under the general supervision of the library director, manages the Children's division performing professional library functions requiring specialized knowledge and expertise in all areas of public library services, especially those areas relating to toddler and school-aged children, young adults, parents, caregivers and educators.

ESSENTIAL FUNCTIONS:

- **Develop and execute youth programming in the library.**
- **Develop and execute youth programming in the community.**
- **Plan, create, implement and supervise publicity materials for youth programming.**
- **Maintain inviting, fun and functional youth areas.**
- **Develop and maintain youth collection areas as assigned**
- **Participate in local and regional trainings and meetings for youth service librarians.**

PERIODIC JOB DUTIES:

- **Develop and demonstrate knowledge of the duties of a Clerk I and Clerk II to provide circulation services as needed.**
 - **May perform other duties as assigned.**
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TYPICAL QUALIFICATIONS:

- **Education – Bachelor's Degree in child development or related field; Master's Degree in Library Science preferred**
- **Experience – One (1) to three (3) years in creating literacy programs for youth in a public library or youth focuses organization.**

SKILLS:

- **Ability to take initiative and work efficiently.**
- **Ability to work independently with intermittent direct supervision.**
- **Excellent oral, written and interpersonal communication and listening skills including, but not limited to: tact, diplomacy and professionalism when dealing with members of the public and staff.**
- **Ability to understand and carry out oral and written instructions.**
- **Problem-solving ability appropriate to the work activities.**
- **Ability to proficiently use and troubleshoot computers.**
- **Ability to concentrate in a diverse work setting.**

- Perform job functions adhering to safety guidelines and policies set for by the administration and/or supervisor.

KNOWLEDGE:

- Knowledge of office equipment, including telephone, photocopier, laser printers, personal reader devices (Kindle, Nook, etc.), etc.
- Knowledge of and proficiency with personal computer and computer software and applications, including automated database searching skills.
- Knowledge of internet search engines and familiarity with reliable web domains.

WORKING CONDITIONS:

- Ability to lift and carry up to twenty-five (25) pounds.
- Ability to push and pull twenty-five (25) to fifty (50) pounds.
- Long periods of walking and sitting.
- Typically bends, stoops and crouches on a regular basis to perform duties in all weather conditions.
- Occupational exposure to blood or other potentially infectious materials.

REQUIRED SPECIAL QUALIFICATIONS:

- Valid Iowa Driver's license
- Appropriate State Library of Iowa certification

The City of Altoona retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.