THE PUBLIC LIBRARY OF CINCINNATI & HAMILTON COUNTY

EMPLOYMENT OPPORTUNITY

Open Position: Children’s Librarian
Department: Groesbeck Branch
Date: 11/1/2019

DUTIES:
- Answers library users’ reference and readers’ advisory questions in person, over the telephone and by e-mail, using materials in a variety of formats (i.e. books, periodicals, newspapers, microfilm, and indexes, public online catalog, on-line resources and the Internet).
- Provides bibliographic instruction to users.
- Maintains knowledge of circulation system in order to assist at the circulation desk.
- Interprets the Library’s policies and procedures to the public in a customer-responsive manner.
- Responsible for the supervision and operation of the branch in the absence of more senior personnel.
- Develops and maintains adult materials collections.
- Presents information about library services and programs to individuals and groups.
- Develops, plans and implements outreach programs to community groups.
- Assists and participates in staff development activities including workshops and meetings.
- Regular and reliable attendance is required.
- Assistant to the Children’s Librarian, which includes specific responsibilities but not limited to:
  - Preparing and presenting Toddler and Preschool storytimes
  - Conducts school visits and teacher collection requests for assigned schools
  - Develops other after school programs as needed
  - Assists with collection maintenance—weeding and replacement ordering
  - Coordinates adult Volunteer activities
  - Moves intermittently during working hours.

QUALIFICATIONS:
- Strong Customer service skills.
- Knows reference materials in a variety of formats.
- Analytical ability to understand and solve unusual or difficult reference questions by supplying information well suited to the user.
- Is self-motivated.
- Skilled in using computers, including the Internet and able to learn new search techniques as they develop.
- Must be able to work evenings and weekends.
- Excellent interpersonal skills, including building and enhancing diverse relationships.

EDUCATION: Master’s Degree in Library Science from an ALA accredited program.

HOURS: 40 hours per week, including some evenings and weekends

SALARY: Grade 7: $43,992.00 - $64,688.00 annual

DEADLINE: Until Filled

Interested candidates should submit their resume and internal application to:

Library Current Openings

Equal Employment Opportunity Employer