The Dayton Metro Library is seeking a **Children Services Librarian** for our Huber Heights Branch Library. The selected candidate will be one of the two Children Services Librarians at this branch. They should be prepared to offer creative programming for children in grades K-6. Additionally, this individual provides outreach to local schools and day care centers in order to promote the Library’s resources and collections. The Huber Heights community is very excited about the Branch’s new building, which will be opening in 2023. If you are excited to connect children to Library services and collections AND you are a rock star at offering customer service, we want to hear from you! Apply today!

DML is committed to cultivating inclusive environments and a workforce that reflects the diversity of our community. As such, we encourage Black, Indigenous, and people of color (BIPOC) to apply, in addition to members from other marginalized groups.

Additional consideration may be given to individuals that are fluent or proficient in any non-English languages used in Montgomery County including Spanish, Mandarin, French, Korean, Vietnamese, Hindi, Urdu, Russian, Tagalog, Kinyarwanda, Arabic, Turkish, Swahili, and American Sign Language (ASL).

**Essential Job Duties**

- Demonstrates excellent internal and external customer service. Creates a welcoming atmosphere in the Children’s area through personal presence and area’s design.
- Provides all library users with assistance in reference, readers’ advisory, information literacy, and in the use of library materials and reference resources (all formats). Serves at the Ask Me Desk and in a roaming capacity.
- Assists patrons in finding and selecting library materials and in the use of the public computers, personal electronic devices, and library virtual materials.
- Provides work guidance in the absence of the Manager and/or appointed person in charge.
- Designs, promotes, presents, and evaluates children’s programs and activities that address community needs and incorporates library resources.
- Provides service and maintains liaisons with schools, community organizations, (e.g. preschools, daycare centers, head starts, etc.), government agencies, and other groups as appropriate. Provides library outreach programs and school visits that meet community needs.
- Maintains attractive appearance of the Children’s area in accordance with safety and ADA requirements. Creates displays to promote library use.
- Evaluates and suggests titles for purchase or replacement. Reevaluates and deselects materials which need to be cancelled, repaired, replaced, or redistributed.
- Submits required reports and budget requests. May serve on library committees. Attends applicable department meetings. Assists with system-wide programs, activities, and initiatives.
- Assists with the daily operations of the service desks, including opening and closing duties.
Job Qualifications

- Master’s Degree in Library and Information Science (preferred) or its equivalent in education and experience is required.
- Valid Ohio driver’s license, acceptable motor vehicle record, and continuous insurability required.
- Knowledge of professional library principles, methods, techniques and procedures.
- Knowledge and appreciation of children’s literature, periodicals, audio-visual materials, web sites, social media and other electronic media, and materials. Knowledge of available children’s materials and readers’ interests.
- Ability to plan and implement programs and services to support early childhood learning initiatives.
- Ability to read, analyze and interpret reference resources, general business periodicals, professional journals, policy and procedure manuals and governmental regulations. Ability to write reports, book reviews, readers’ advisory materials and business correspondence.
- Ability to effectively present information and respond to questions from children, parents, teachers, patrons, managers, coworkers and members of the community. Ability to apply active listening skills.
- Ability to deal effectively with confrontational individuals and/or challenging situations.
- Schedule includes day time, evening and Saturday hours.

Compensation and Benefits: The starting hourly rate for this position is $21.07. Those with a Master’s degree may be entitled to a professional offset. Benefits include health, dental, vision and life insurance along with paid time off.

Application Process: Please submit a cover letter and resume to Jennifer Kadel at careers@daytonmetrolibrary.org. This position is open until filled.

The Dayton Metro Library is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.