

## **CHILDRENS LIBRARIAN -Fleet, Collinwood and Union Branches**

**Full Time position (37.50 hrs.) Must be able to work flexible and/or additional hours as mandated by library operational needs**

**Pay Grade: H1 = \$25.5840 (union position)**

**Cleveland Public Library** strives to be the driving force behind a powerful culture of learning that will inspire Clevelanders from all walks of life to continually learn, share, and seek out new knowledge

The successful applicant will be a self-directed professional with a strong work ethic, a collaborative work style, and the skill set to thrive in a welcoming service environment for patrons and staff.

**Job Purpose/Scope:** Provide and promote services for youth from birth to eighteen years of age including selecting library service materials and presenting programs. Provide public service to Library patrons with emphasis on youth, their caregivers, educators, and advocacy groups.

### **Required Education and Work Experience:**

Master's Degree in Library and Information Science from an ALA accredited college or university. One year library experience. Children's or teen services experience preferred as specified in the position vacancy posting.

### **Essential Job Duties and Responsibilities:**

Adheres to Library attendance and work schedule policies

Complies with all Library work rules, procedures, and policies.

Maintains a safe work environment.

Assists with the planning, coordination, and implementation of programs for youth, and their caregivers including story times, reading clubs, and other age-appropriate activities.

Performs public service including reference work consistent with RUSA guidelines, reader's advisory, assisting patrons to find materials, use materials, and reserve materials, and facilitating computer use and the use of Library equipment with emphasis youth, their caregivers, educators, and advocacy groups.  
Provides bibliographic instruction.

Participates in collection development and maintenance including selecting children's and teen materials for acquisition, transfer and withdrawal in consultation with Collection Management staff and with the approval of the Manager.

Processes children's and teen materials including receiving, transferring, and withdrawing materials.

Conducts Library tours and class visits.

Promotes use of the library and its services to youth, their caregivers, educators, and advocate groups including developing collaborative relationships with schools, community and professional groups, attending community meetings, and participating in speaking engagements.

Participates in community outreach activities and events.

Prepares promotional materials for youth programs including flyers, booklists, and other informational materials

**Other Job Duties:**

Maintains and reports statistics and assists with the preparation of narrative reports of activities related to youth.

Attends Youth Services meetings.

May charge and discharge materials, route materials, and handle fines and fees.

Assists in hiring, training and directing page staff as directed by the Manager.

May function as the lead worker in the absence of the Manager.

Participates in professional development and continuing education.

May attend meetings, participate on committees, present workshops and training.

May perform select duties of other staff in their absence.

Performs other duties as required.

**Knowledge, Skills, Abilities, and Computer Literacy Required for the job: ☐**

Knowledge of Library practices, terminology, classification systems, and search procedures.

Familiarity with branch collections.

Knowledge of basic reference sources

Knowledge of children's literature and resources, best practices and trends, and the ability to engage children in library activities as specified in the position vacancy posting.

Knowledge of teen literature and resources, best practices and trends, and the ability to engage teens in library activities as specified in the position vacancy posting.

Ability to advocate for the interests and needs of children and youth.

Ability to plan and direct the work of others.

Ability to train and motivate staff. Ability to set priorities and to organize data and workflows.

Ability to demonstrate attention to detail and accuracy.

Ability to plan and implement programming.

Ability to demonstrate presentation skills both oral and written.

Knowledge of business mathematics, and of business English including spelling and grammar, and the ability to proofread.

Knowledge of a foreign language preferred as specified in the position vacancy posting.

Ability to adapt to new and updated software and procedures.

Knowledge of SIRS! Workflows preferred.

Ability to demonstrate intermediate computer skills including use of MS Windows, word processing, spreadsheet processing, electronic communication, database management, and Internet browsing.

**Inter-personal/human relations Skills Required:**

Ability to demonstrate courtesy, tact, and effectiveness in dealing with others.

Ability to interact with coworkers and patrons in a manner respectful of abilities, cultures, and diversity.

Ability to request and provide information and to ask questions and get clarification.

Ability to cause understanding by others and to exercise influence with them.

Ability to practice user-centered service.

**Posting Open Until: Filled**