

See Yourself Here.

*The Dayton Metro Library is seeking three full-time **Children Services Librarians**—one each for the Huber Heights Branch, Main Library and Southeast Branch. The selected candidates should be prepared to offer creative programming for children in grades K-6. These individuals will provide outreach to local schools, day care centers and other DML locations in order to promote the Library's resources and collections. If you are excited to connect children to Library services and collections by offering excellent 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.

Further, we recognize the importance of language diversity on our team as Dayton was the first city in the United States to earn the status of "Certified Welcoming" city. We encourage applications from individuals that are fluent or proficient in any non-English languages commonly 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. Serves 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

- An advanced degree is preferred in a field such as Library and Information Science, Education, Early Childhood Development, or Child Psychology.
- 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, evening and Saturday hours.*

Compensation and Benefits: The starting hourly rate for this position is \$22.36. (Those applicants with a relevant Master's degree may qualify for the professional offset, which would increase the hourly rate by \$2.88 per hour.) Benefits include health, dental and vision insurance along with paid time off and OPERS retirement.

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.