Employment Opportunity

Children's Services Supervisor

The Burton Public Library seeks a motivated, service-oriented individual to work as our Children's Services Supervisor.

Primary Function:

Administers library service to children and adults concerned with children. Plans, organizes, and maintains the children's collection. Develops and implements a broad spectrum of children's programs. Provides reference and reader advisory to children and others

Qualifications:

Master's degree from ALA accredited library school – Bachelor's degree in elementary education or related field may be substituted for MLS or MLIS.
One (1) to three (3) years of library experience.
Leadership ability and sound judgment

Hours:

Full Time 40 hours per week; some evenings and weekends required.

Salary:

Starts at $20.50 per hour and is negotiable based on experience

Benefits:

Paid holidays, vacation, personal and sick leave; health insurance; life insurance; employee assistance program and Ohio Deferred Compensation; paid OLC membership; retirement through the Ohio Public Employees Retirement System (OPERS)

This position is open until filled.

Application is available at the Library or online at burtonlibrary.org.
Incomplete applications will not be accepted.

Please submit application and resume to: Katie Ringenbach   director@burton.lib.oh.us

CHILDREN'S SERVICES SUPERVISOR

Responsible to: Library Director

Classification: Librarian II

Qualifications: Master's degree from ALA accredited library school – Bachelor's degree in elementary education or related field may be substituted for MLS or MLIS

One to three years of library experience

Knowledge of children's literature

Knowledge of computers and applicable technologies

Ability to work well with children, staff, and public

Leadership ability and sound judgment

Must have valid driver's license

Ability to work days, evenings and weekends as required

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Responsibilities   1.   Demonstrates knowledge of library policies and procedures

2.   Provides reader guidance and reference service

3.   Plans, publicizes/promotes and implements programming

4.   Maintains children's collection through systematic selection of new and replacement materials and updates and discards out-of-date and inaccurate materials

5. Demonstrates competency using computers with the public and other library automation systems

6. Trains and supervises Children's Services Assistant and other staff including page/shelvers and volunteers

7. Networks with schools and other organizations in the community concerned with children

8. Continues professional development through attending workshops, in-service programs and meetings as appropriate and maintains professional reading

9. Prepares reports as required

10. Maintains a pleasant, inviting environment, accessible to all

11. Conducts class visits, workshops, in-service training sessions and tours of the library, as well as bibliographic instruction as needed

12. Participates in long and short range planning, implementation and evaluation, cooperating as a team member with other staff to establish goals and objectives

13. Performs reference work as required when Reference Librarian is unavailable

14. Participates as a member of the library management team

15. Supports Behavior Policy (library code of conduct)

16. Assists the Library Director in carrying out the directives of the Board of Trustees

17. Performs other related duties as required

Physical Demands: Work requires physical effort in the repetitive handling of materials, boxes, tools or equipment of up to 30 pounds in non-strenuous work positions and/or continual standing or walking.