

Town of Southington



Part Time Children's Librarian Town of Southington Public Library

REPORTS TO: Head of Children's Services

JOB DESCRIPTION:

Assists in the administration, planning, and implementation of library services in the Children's Department.

DUTIES AND RESPONSIBILITIES:

- Selects and maintains various collections within the department.
- Develops and presents programs for children and their parents.
- Works independently under the direction of the Head of Children's Services
- Performs reference services for children and adults.
- Provides readers advisory services for children and adults.
- Prepares bibliographies.
- Develops and/or assists with community/school outreach initiatives.
- Creates public relations materials such as flyer, press releases, eNewsletters, and social media regarding programs and services in the Children's Department.
- Maintain close relationships with other library departments.
- Provide backup to other departments.
- Maintain statistics as requested by Head of Children's Services and Director.
- Takes part in continuing education, professional development activities.

KNOWLEDGE, SKILL, AND PERSONAL CHARACTERISTICS:

- An understanding of the principles of early childhood including: children's approach to learning, knowledge of developmental stages with regard to reading and listening.
- Ability to relate to children, adults, the education community, parents and colleagues.
- Ability to plan and present children's programs.
- Ability to speak to groups including parents, children, and teachers.
- Ability to communicate verbally, one-on-one, in groups, and in writing in a courteous, professional and tactful manner.
- Strong knowledge of children's literature including media.
- An ability to read aloud clearly and animatedly.
- Knowledge of library principles, policies, methods, practices, and procedures.
- Knowledge, skills, and abilities in computer technology and software systems as applied to library operations.
- Ability to establish and maintain effective working relationships with supervisors, associates, officials of other agencies and the general public.

PHYSICAL QUALIFICATIONS:

- Ability to sit and stand for extended period of time.
- Ability to lift objects of 30lbs; pushing and pulling, reaching for books on shelves, sitting and kneeling on floor and climbing on stools.
- Ability to speak in a clear and discernable manner.
- Ability to see and read books, reference materials and equipment instructions.
- Ability to move freely within the building and outside during special activities and other programming.

MINIMUM QUALIFICATIONS:

- Graduate degree in library science (M.L.S) from an ALA accredited college or university.
- Minimum of two successful years of experience in library children's services (FT)
- Library service experience (PT)

PREFERRED QUALIFICATIONS:

- Experience in library children's services (PT)