

## Oshkosh Public Library Position Description

**Position:** Children's Services Librarian

**Classification:** Librarian

**Department:** Children and Family Services Librarian

**Date:** June 2021

### GENERAL PURPOSE

This position provides professional librarian services to meet the developing literary needs and other informational needs of children aged birth through 18 and their caregivers, teachers and other adults who work with them. Some supervisory, advisory and administrative responsibilities are performed.

**Supervisor**                      Head of Children and Family Outreach Services

**Salary Matrix Level**        D

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility	Performance Standard
<b>Planning, coordinating and presentation of literacy and educational programs</b>	
<ul style="list-style-type: none"> <li>• Design research-based literacy and other educational programs and services to target a broad demographic range of youth and families.</li> <li>• Coordinate presenters, space, calendars, materials, publicity, and other resources needed to provide programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Youth and families will be engaged in high quality literacy and learning experiences. Families will be inspired to make literacy and learning a ubiquitous part of their children's growth.</li> </ul>
<b>Duty/Responsibility</b>	
<b>Performance Standards</b>	
<b>Collection Development</b>	
<ul style="list-style-type: none"> <li>• Develop existing collections to ensure a depth and breadth of subjects and interests that meet the needs of a diverse community of children, teen and their families. This includes shaping collections by requesting supplemental materials to round out the titles ordered by the library selector, as well as deselection of outdated and undesirable items.</li> </ul>	<ul style="list-style-type: none"> <li>• Patrons find an attractive, relevant collection of library materials for youth and their families.</li> </ul>
<ul style="list-style-type: none"> <li>• Request replacements for high demand items in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions as to whether to replace an item/s are made on a regular basis after</li> </ul>

	items have been reported missing, damaged, withdrawn, etc.
<b>Duty/Responsibility</b>	<b>Performance Standards</b>
<b>Management of projects and staff</b>	
<ul style="list-style-type: none"> <li>Plan, coordinate, delegate and/or execute departmental projects such as: Materials deselection, assistance with some elements of programs,</li> <li>This position may exercise direct supervision of other department employees or volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>Projects are completed in a timely manner, and employees or volunteers who are assisting receive clear instructions regarding their part in the project.</li> <li>Project updates are provided to supervisor as needed or requested.</li> </ul>
<b>Duty/Responsibility</b>	<b>Performance Standards</b>
<b>Administrative Duties</b>	
<ul style="list-style-type: none"> <li>Report/Summarize outcomes of programs as requested</li> </ul>	<ul style="list-style-type: none"> <li>Reports are provided to the appropriate individuals, committees, or other audiences.</li> </ul>
<ul style="list-style-type: none"> <li>When requested, attend and constructively participate in team or planning meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Attend and constructively participate in team or planning meetings.</li> </ul>
<b>Duty/Responsibility</b>	<b>Performance Standard</b>
<b>Reader's Advisory and Reference Service</b>	
<ul style="list-style-type: none"> <li>Keep Reader's Advisory Services current and relevant by implementing engaging/responsive ways to browse and connect with our collections. For example: Displays, bookmark bibliographies, in-person and virtual book talks, Staff Picks, Staff Faves, Book Bundles, Educator Collections, Etc.</li> <li>Serve as a staff advisor to co-workers and on projects that require these skills and knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>Patrons will receive current, relevant information for their personal, academic and professional needs.</li> <li>Co-workers will receive current, relevant content for bibliographies and other projects or inquiries regarding youth materials.</li> </ul>
<b>Duty/Responsibility</b>	<b>Performance Standards</b>
<b>Participate in Departmental Outreach</b>	
<ul style="list-style-type: none"> <li>Conduct library tours and instruct groups and individuals on the use of the library.</li> </ul>	<ul style="list-style-type: none"> <li>Visiting groups will have a basic understanding of the layout and organization of materials and collections.</li> </ul>
<ul style="list-style-type: none"> <li>As requested, visit schools and other agencies or events to perform outreach activities.</li> </ul>	<ul style="list-style-type: none"> <li>Staff and customers of other agencies in the Oshkosh area gain a higher awareness and understanding of the library's services, programs, and mission.</li> </ul>

<ul style="list-style-type: none"> <li>Present to other Library and Education professionals as opportunities arise and department scheduling allows.</li> </ul>	<ul style="list-style-type: none"> <li>Attendees gain new knowledge to apply to OPL services.</li> <li>OPL Youth staff widens professional network and develops professional skills.</li> </ul>
<b>Duty/Responsibility</b>	<b>Performance Standard</b>
<b>General Departmental and Library Operations</b>	
<ul style="list-style-type: none"> <li>Fill in for some duties when department manager is on vacation, ill, etc. For example: Serve as a contact for patron inquiries, incidents, and questions from other library departments and staff which cannot wait until the department manager returns.</li> </ul>	<ul style="list-style-type: none"> <li>Time-sensitive issues and emergencies are responded to in a timely manner.</li> </ul>
<ul style="list-style-type: none"> <li>Assist with building security, including: disabling and enabling alarms, lost children, following proper procedures for handling biohazardous waste and blood borne pathogens, assist with keeping entrances free of snow and ice.</li> </ul>	<ul style="list-style-type: none"> <li>The health and/or safety of staff or patrons is not compromised while they are visiting or working in the library</li> </ul>
<ul style="list-style-type: none"> <li>Cover CFOS public service desk as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Service provided to internal and external customers is consistently accurate and timely.</li> </ul>
<ul style="list-style-type: none"> <li>Actively teach expected behaviors to patrons using positive interactions. When necessary, enforce library policies and rules.</li> </ul>	<ul style="list-style-type: none"> <li>Children and families enjoy using the library and also understand expected behavior in the library. Staff members regularly seek opportunities to teach expected behavior. Library policies enforced as appropriate.</li> </ul>
<b>Duty/Responsibility</b>	<b>Performance Standards</b>
<b>Professional Development</b>	
<ul style="list-style-type: none"> <li>Participate in continuing education activities to keep knowledge of children's services and library trends current.</li> </ul>	<ul style="list-style-type: none"> <li>Personal and professional development goals are set in the annual performance review with the director, and progress is tracked in meeting throughout the year.</li> </ul>
<b>Other Duties as Assigned</b>	<ul style="list-style-type: none"> <li></li> </ul>

**KNOWLEDGE, SKILLS AND ABILITIES**

Commitment to helping children and families become lifelong learners.

Knowledge of children's literature.

Knowledge of child development.

Knowledge of current practices and trends in librarianship, especially with regard to the organization of library materials, and programming for children and families.

Knowledge of online public access catalogs (OPACs).

Excellent verbal and written communication skills, including public speaking.

Ability to prioritize tasks during fluctuating workflow.

Ability to be flexible about learning and teaching new ways to do things, including technology

Proficiency with computer applications including: word processing, spreadsheets, presentation programs, email, internet navigation, content management software for websites and internal blogs, online library catalogs, and other digital resources.

Knowledge of a variety of technologies used in libraries

## **REQUIRED EDUCATION AND/OR EXPERIENCE**

Master's degree in library science from an ALA accredited library school.

Experience working as a librarian in a library or other information-based agency.

## **TOOLS AND EQUIPMENT USED**

Personal computers, printers, photocopy machines, telephone, projectors, CD player, other computer-related equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand for up to eight hours; talk and hear; use hands to dial, handle, or feel, objects or controls; and reach with hands or arms. The employee is required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to push carts and lift boxes weighing up to 50 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is moderate. Most work is indoors with occasional work performed outside such as monitoring a booth at a community event or presenting an outreach program.

Minimal travel may be required for performing outreach programs, site visits, and professional development activities.

Employee may be called upon to clean up blood borne pathogens and bodily fluids.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.