

Children's Programming Librarian

Librarian II
FTE 1.0
Youth Service Department

Position Summary: Responsible for professional library duties that support the Youth Services Department and its service to children, teens and their caregivers under the direct supervision and general guidance of the Head of Youth Services. Duties to include performing public service desk duties, coordinating system-wide programs for children, conducting children's programming, participating in community outreach programs, maintaining a good working relationship with local schools/teachers and other area youth serving organizations, providing reference and reader's advisory services, and assisting in the development and maintenance of the children's collection.

Duties and Responsibilities: The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

1. Assists patrons at Children's and Teen public service desks: helps locate materials; answers reference and readers' advisory questions; instructs patrons in use of all library resources.
2. Coordinates system-wide programming for children and families.
3. Plans, implements, and evaluates programs for children and families at the library and off site locations; assists in teen programming as needed.
4. Provides direct supervision for library assistant staff assigned to programming support responsibilities.
5. Works with Marketing and Communication staff to create the calendar of children's programs.
6. Participates in collection development and management of Children's collection; reviews and becomes familiar with new books; assists in selecting materials for collection; follows established guidelines for weeding children's and teen literature.
6. Serves as technology lead to department; researches new technology and software related to the education and entertainment of children.
7. Leads Summer Reading Programs for children and tweens; works with colleagues to create and implement summer reading games.
8. Represents KPL at community and outreach activities and events for children and teens; collaborates with schools and youth-serving organizations to determine common areas of interest.
9. Contributes to and maintains Kids & Parents and Tween web pages.
10. Posts to staff blogs as assigned.
11. Participates in departmental meetings, library-wide committees, and library-related events.
12. Performs other related duties and special projects as assigned.

Minimum Qualifications

1. Master's degree from an ALA accredited library school with coursework pertaining to children's library services.
2. Minimum of two years of successful experience as a children's librarian in a public library.
3. Technical proficiency in the following:
 - Microsoft Office products
 - Operating systems (Windows and Mac OS)
 - Apple, PC and Android products (computers, tablets other devices)

Desirable Qualifications

1. Spanish language skills or other foreign language skills.

Children's Programming Librarian

Schedule 40 hours weekly to include every third Saturday. Responsible for 6 Sundays shifts per year.

Salary \$52,939 annually; health insurance with employee contribution; fully paid dental, vision, and life insurance; fully paid retirement; vacation, sick leave, and holidays.

Completed application, cover letter, and recent resume should be sent to Terry New in Human Resources office.
Applications available in Administrative Services or at www.kpl.gov/jobs