

Children's Librarian

Nature of Work

The Children's Librarian is responsible for the design, implementation, and oversight of instructional and educational programs for children and families in the Maury County Public Library system. Activities associated with the job include developing and implementing a variety of educational programs for children, teens and families, conducting/overseeing daily story reading sessions, assisting with the procurement of programmatic materials, and assisting with outreach activities. Additional activities include overseeing the daily activities of the children's section of the main library, researching and assisting with obtaining grant funding, assisting with public relations activities, maintaining and updating the library website and compiling data and preparing reports for the Library Board and regional and state entities when necessary. Job responsibilities require thorough experience working for a public or school library, strong organizational, interpersonal and decision making skills, experience supervising and directing the activities of staff and volunteers, experience preparing and monitoring budgets, ability to prepare and submit competitive grant applications and strong computer skills. Job performance is evaluated by the Library Director through review of the organization and operation of the children's section of the Maury County Library system, creativeness and effectiveness of children's educational and instructional programs, program participation levels, ability to raise funds and receive grants to support children's programs, supervisory skills and ability to interact effectively with local officials and library patrons.

Illustrative Examples of Work

- Provides supervision and direction of all staff and volunteers participating in child educational and instructional programs for the Maury County library system.
- Develops and implements innovative programs for children, teens and families.
- Conducts daily story time sessions and coordinates early childhood reading initiatives and other special learning/instructional activities.
- Oversees and assists with planning outreach activities to enhance the awareness of library programs and resources.
- Assists with preparing and submitting grant applications to public and private entities to support and enhance library operations and services.
- Recommends the ordering of books, periodicals, reference materials and other supplies for children's activities and curriculum.
- Interacts with library patrons and addresses any issues and/or concerns related to children's activities.
- Supervises and directs the daily activities of Library Assistants and volunteers participating in children's reading and educational programs.
- Assists with computer classes and assists with maintaining computer hardware components and software applications.

- Makes presentation to schools, civic clubs, church groups, etc. to inform them of library operations and services pertaining to the education of children and their families.
- Assists with coordinating fund raising activities to support and enhance library operations.
- Ensures the maintenance of an accurate inventory of all library books, audio books, cd's, equipment and supplies for the children's section of the main library.
- Creates a variety of publicity materials including flyers, newsletters, promotional materials, etc. to promote the activities of the public library.
- Assists the maintaining the public library website.
- Recruits volunteers to assist with special events, assist with library operations, etc.
- Compiles data and prepares reports for the Library Board, regional and state library officials and County Commission regarding circulation, attendance for various activities, budgetary issues, etc.
- Attends County Commission meetings, departmental meetings, etc. that have dealings with the library system.
- Attends conferences, workshops, seminars, etc. to remain current on issues affecting public library operations.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year college or university and completion of a Master's Degree in Library/Information Science (MLS or MSIS); a minimum of three years experience working with children for a public or school library; strong supervisory skills, excellent organizational, interpersonal and decision making skills; ability to prepare and submit competitive grant applications; experience preparing and monitoring budgets; ability to present interesting and informative public presentations; or any equivalent combination of education and/or experience to provide the following knowledge, abilities and skills:

- Thorough knowledge of library science including the appropriate cataloging and storing of books, periodicals, reference materials, etc.
- Thorough knowledge of TCA laws and regulations governing library operations including copyright and privacy laws.
- Thorough knowledge of automated library systems and resources.
- Thorough knowledge of the Library Board Policies and Procedures manual including all revisions, updates and amendments.
- Considerable knowledge of budget preparation and monitoring practices including proper methods of accounting for accounts receivable, accounts payable, internal controls, auditing standards, etc.
- Thorough knowledge of networked computer hardware components and software applications (including internet-screening devices) utilized for teaching computer skills.
- Considerable knowledge of grant preparation and submission techniques and methods.
- Knowledge of acceptable supervisory techniques and practices including the selection, evaluation, motivation and discipline and/or discharge of staff.
- Ability to effectively supervise and direct the activities of support and volunteer staff.

- Ability to prepare and monitor program budgets and ensure the proper accounting of all receipts and expenditures.
- Ability to make appropriate and timely decisions in response to new and/or unusual events and circumstances, patron complaints, etc.
- Ability to prepare and submit competitive grant applications for additional funding.
- Ability to remain current on new developments in library operations and apply them effectively on the job.
- Ability to prioritize personal time and activities to ensure the timely completion of all job responsibilities, meet established deadlines, etc.
- Ability to compile data and statistics and prepare detailed reports for the Library Board and regional and state entities.
- Ability to make effective and informative presentations to civic and church groups, etc.
- Ability to interact effectively with library patrons, local and regional officials, co-workers, community organizations and the public.
- Ability plan and coordinate special events and activities and perform effective outreach activities.
- Skill in the use of computer hardware components and related software applications.

Necessary Special Requirements

-Possession of a valid Tennessee Driver's License and the ability to be insured at standard vehicle liability rates.

Physical Requirements

- This is light to medium work requiring moderate static, explosive, dynamic and trunk strength and requiring the exertion of up to 50 pounds of force occasionally and up to 10 pounds of force frequently to move objects
- Work requires considerable flexibility, mobility and speed of limb movement
- Work requires moderate effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling and walking
- Work requires arm/ hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the inspection of small defects and/or small parts, use of measuring devices, operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- The worker is subject to inside environmental conditions

Maury County Government
 FLSA – Non - Exempt
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