

TOWN OF TOLLAND JOB DESCRIPTION

JOB TITLE:	Children's Librarian	DEPARTMENT:	Library
REPORTS TO:	Director of Library Services	FLSA STATUS:	Hourly, Non-Exempt
BARGAINING UNIT:	C.S.E.A.	CLASSIFICATION:	CSEA – 2
DATE PREPARED:	February 2, 2004	DATE APPROVED:	April 13, 2004

SUMMARY

Plans, organizes, implements and supervises the Library's program for pre-school and elementary and young adult children and their families. Performs professional library services in assisting library patrons in the selection and use of library materials. Participates in short and long-term planning for children, young adult and general library programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Receives oral or written instructions from Library Director. Plans and organizes work according to established library procedures and seasons of the year

Plans, organizes, conducts and supervises library programming for pre-school, elementary and young adult children and their families. Arranges programs utilizing library staff, volunteers and outside vendors

Selects materials for the children's and young adult collections using professional publications and other sources, works with library donors to build the collection

Answers reference questions and assists patrons in finding suitable materials for research, reference, and recreational reading and provides bibliographic instruction and library orientation to children, young adults and their families

Coordinates programs and activities with school librarians, reading coordinators, teachers, parent groups and community organizations

Applies for and administers grants in support of children's programs and materials

Weeds the collection on a continuous basis in accordance with accepted library criteria to ensure its currency and suitability

Develops reading lists, flyers, brochures, etc., in order to publicize the services and resources of the Library, prepares news releases in consultation with the Library Director, assembles and arranges Library displays

Prepares regular narrative and statistical reports for the Director

Provides training and instruction to non-professional staff and volunteers

Assists Library Director in preparation of budget documents, responsible for managing budget with regard to children's and young adult materials

Participates in the preparation of library policies and procedures

Supervises and assists with inter-library loan activities

ADDITIONAL DUTIES

Participates in library associations, inter-town and regional library services, and attends workshops to keep informed in current trends in the library field and new professional techniques

Performs cataloging as required

SUPERVISORY RESPONSIBILITIES

The employee holding this position will exercise no direct supervisory authority, but may assume responsibility for the Library in the absence of the Director

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE

The skills and knowledge required would generally be acquired with a Master's Degree in Library Science or its equivalent and three years of increasingly responsible experience including one year in a supervisory role. Knowledge of the principles of library administration including collection development, planning, coordination and budgeting. Working knowledge of computer applications including general software programs and library specific applications necessary to perform the essential functions of the position. Ability to train and coordinate non-professional staff, ability to acquire a working knowledge of library related computer technology, which enhances library services. Ability to prepare and deliver reports on library services and facilities both orally and in writing. Ability to express oneself clearly; and to work effectively with library staff and patrons. Artistic skills used in creating posters and displays is desirable.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, articles, press releases and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as fees, purchase price, interest, proportions, and percentages. Ability to perform these operations using units of American money.

REASONING ABILITY

Ability to apply principles of logical thinking to a wide range of practical problems; and ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions and information furnished in written, oral, computer, diagram, or schedule form.

PHYSICAL DEMANDS

Must be mobile with the ability to get from one location the work site to other locations in the work site. Ability to sit and/or stand for long periods of time. Ability to reach and bend, and push/pull or lift objects less than twenty (20) pounds. Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy. Ability to see and read

objects/narratives. Ability to hear normal sounds with background noise as in hearing using a telephone. Ability to speak clearly.

CERTIFICATES, LICENSES AND REGISTRATIONS

Not applicable

PHYSICAL DEMANDS

	Amount of Time			
	None	Under 1/3	To 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle, or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell	X			

LIFTING SCHEDULE

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

VISION REQUIREMENTS

- ☒ Close vision (clear vision at 20 inches or less)
- ☒ Distance vision (clear vision at 20 feet or more)
- ☒ Color vision (ability to identify and distinguish colors)
- ☒ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☒ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☒ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements.

WORK ENVIRONMENT

The work environment requires exposure to the following conditions:

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
	X			
Wet or humid conditions (non-weather)				
		X		
Work near moving mechanical parts				
		X		
Work in high, precarious places				
		X		
Fumes or airborne particles				
		X		
Toxic or caustic chemicals				
		X		
Outdoor weather conditions				
		X		
Extreme cold (non-weather)				
		X		
Extreme heat (non-weather)				
		X		
Risk of electrical shock				
		X		
Work with explosives				
		X		
Risk of radiation				
		X		
Vibration				

NOISE EXPOSURE

The position requires exposure to the following noise levels:

____ Very quiet (examples: forest trail, isolation booth for hearing test)

____ Quiet (examples: library, private office)

☒ X

____ Moderate noise (examples: business office with computers and printers, light traffic)

____ Loud (examples: metal can manufacturing department, large earth-moving equipment)

____ Very loud (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

NOTE: THIS DESCRIPTION IS ILLUSTRATIVE OF TASKS AND RESPONSIBILITIES THAT THE POSITION WILL ENTAIL. IT IS NOT MEANT TO BE INCLUSIVE OF EVERY TASK AND RESPONSIBILITY.