

**JOB DESCRIPTION**  
**ANDERSON PUBLIC LIBRARY**

**Job Title:** Children's Collection Development & Literacy Outreach Librarian  
**Department:** Children's Services, Main Library  
**Job Grade:** 326/Non-Exempt  
**Certification Level:** LC3 or higher  
**Reports to:** Children's Services Manager  
**Revised:** June 2022

**Job Summary:** Under general direction, the Children's Collection Development & Literacy Outreach Librarian position is responsible for building a relevant, high-interest, and diverse Children's collection across all formats, platforms, and levels. This position exercises professional judgment and expertise in the selection of appropriate materials and online resources to serve the needs of our community. This position provides services for children along with their caregivers and educators, including creating programming activities, promoting early childhood literacy development, and offering general reference assistance and reader's advisory. This position is responsible for developing and maintaining relationships with area schools and other community partners.

**Job Education and Experience:**

1. Master of Library Science degree from ALA-accredited school
2. Certification from Indiana State Library
3. Three years of public library work experience performing collection development duties
4. Significant use of and familiarity with Integrated Library System

**Job Knowledge, Skills, and Abilities:**

1. Ability to plan and conduct programming of interest to children and/or caregivers with emphasis on programs for school age children.
2. Familiarity with "Every Child Ready to Read @ Your Library" model of early literacy library service and programming that promotes early literacy development.
3. Extensive knowledge of current and popular children's books, authors, websites, and general interests; extensive knowledge of children's print and computer reference resources.
4. Working knowledge of the elements that make up a relevant, popular, high-interest public library collection, including broad-based collection development practices and current trends in selection, ordering, patron-driven programs, and vendor services.
5. Skill in interpreting data from many sources in analyzing collection needs.
6. Comprehensive understanding of current trends in emerging technologies, issues, and research as they relate children's services in public libraries.
7. Ability to bring attention to library materials by creating reading lists and displays that are current, timely, and relevant.
8. Must exhibit effective communication skills, interpersonal skills, and flexibility when collaborating with other library staff, and when working with vendors, distributors, and the public.
9. Ability to serve the public with friendliness, tact, and diplomacy.
10. Ability to establish and maintain effective working relationships with staff, customers, children, and community organizations.
11. Excellent planning, organizational and problem-solving skills.

12. Ability to work independently and effectively prioritize work tasks without direct supervision.
13. The ability to work collaboratively across the organization to improve library service delivery to the public.
14. Demonstrated ability to work well under pressure and to meet deadlines.
15. Must have the ability to learn and become proficient in functions required to perform job duties, working effectively independently or as part of a team to complete tasks as assigned.
16. Proficiency using a personal computer system and email, Internet, Microsoft Office programs, Integrated Library System (ILS), and familiarity with online ordering tools is preferred. Must be able to learn and become proficient with equipment and software programs as required to effectively and efficiently perform assigned duties.
17. Ability to perform clerical work and recordkeeping with accuracy.
18. Ability to work a flexible schedule, including nights and weekends.
19. Valid driver's license and safe driving record for purposes of driving library and/or personal vehicle to programming sites.
20. Satisfactory criminal history background check.
21. Strong analytical, negotiating, and problem-solving skills.
22. Ability to maintain the confidentiality of sensitive information.

**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Requires frequent operation of computer equipment, with frequent in-person and phone contact with customers and library staff. While performing duties of this job, the employee is occasionally (less than 1/3 of work time) required to work near equipment with moving mechanical parts, such as paper shredders and book carts. The noise level in the work environment is usually moderate.

**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. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Specific vision requirements for this position include close vision and the ability to adjust focus. While performing duties of this job, the employee is regularly (over 2/3 of work time) required to: use hands to finger, handle, or feel; and talk or hear. The employee must frequently sit (1/3 to 2/3 of work time). Occasionally (less than 1/3 of work time), the employee must: stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. While performing duties of this job, the employee must frequently (1/3 to 2/3 of work time) exert up to 25 pounds of force to lift or move objects and must occasionally (less than 1/3 of work time) exert up to 50 pounds of force to lift or move objects.

**Equipment Used:**

1. Personal computer system with peripherals, printer, and barcode scanner
2. Laptop computer
3. iPads
4. Multi-line phone system
5. Copier
6. LCD projection unit
7. DVD player
8. Ellison machine
9. Lamination machine
10. Weather radio
11. Two-way radio
12. Tiered rolling book carts
13. Step ladder
14. Library vehicle

**Essential Job Duties:**

1. Serves customers in Children's Services and at Children's Desk by providing reference assistance and reader's advisory, locating materials and other resources, and assisting customers in using library catalog, computers, and other public equipment
2. In collaboration with the Program & Marketing Manager coordinates outreach opportunities with local public schools and day cares and may attend additional community outreach events.
3. In collaboration with the Program & Marketing Manager, schedules, plans, and presents Children's Services programming for preschool and school-age children with emphasis on programs for school age children at the library and at community locations; assists in planning, promoting, and conducting the Summer Reading Program and special events; submits programming information by established deadlines for timely promotion
4. Participates in a variety of community activities and public speaking opportunities as assigned; provides positive image of library
5. Utilizes vendor services and professional tools to evaluate and select materials and resources in various physical and digital formats across age groups.
6. Responds to collection requests from customers and staff.
7. Assures that items are ordered promptly and in quantities that meet demand.
8. Identifies and manages materials appropriate for standing orders.
9. Responsible for tracking expenditures and managing assigned budgets. Participates in determining annual budget allocations.
10. Works with library staff to analyze existing collections, community trends, and library data to improve collection performance.
11. Monitors library and publishing trends, best practices in collection management, and developments in the profession. Explores new collection development tools and vendor services that will improve or streamline processes. Shares knowledge and makes recommendations for improvements.
12. Assists with collection development projects including collection shifts, weeds, or inventories.
13. Assists in developing and implementing library-wide collection guidelines for staff use.
14. Creates collection reports to support library staff collection management and ensure essential materials are replaced or updated as needed. Acts as an advisor on library collection management issues

15. Assists with electronic resource management, including evaluating use, and maintaining relationships with vendors.
16. Performs mending on materials when appropriate.
17. Creates positive experiences for library customers by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance while performing duties in both the public and staff areas.
18. Demonstrates a professional, positive, cooperative, team-oriented working relationship with staff, coworkers, and volunteers.
19. Complies with the library's Employee Handbook, Code of Ethics, Internal Control Manual, and all policies and procedures.
20. Maintains reliable attendance; reports to work as scheduled and clocks in and out on time
21. Assists in keeping safe, orderly, and neat environments in public service and staff areas
22. Helps maintain equipment and supplies within department
23. Attends department meetings and collaborates on department objectives
24. Communicates with Collection Services Manager about collection duties, communicates with the Program & Marketing Manager about programming and outreach duties; recognizes situations appropriate for seeking managerial or administrative assistance
25. Attends conferences, workshops, and training relevant to professional development and responsibilities to earn LEU's to maintain appropriate certification
26. Performs other tasks and special projects assigned by manager

**Other Duties:**

1. Helps orient and train new staff members
2. May serve on library work committees
3. May fill in at public service desks

I certify that I have read and understand the job description for my position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_