

# JOHNSON COUNTY PUBLIC LIBRARY

## POSITION DESCRIPTION

**TITLE:** Librarian III - Children's Services

**REPORTS TO:** Children's Services Manager

**SUMMARY:** As part of the Children's Department, I provide reference service to people of all ages, primarily children, via in-person and through telephone, electronic means, etc.; develop, implement and evaluate children's programs; conduct outreach to schools, daycares, and preschools in the Johnson County community and give input to the Children's Selector regarding selection & maintenance of the JCPL's children's collection.

### **PRINCIPLE RESPONSIBILITIES:**

- I create a courteous, welcoming environment based on customer service principles for internal and external customers
- I plan, create and implement library programs, tours and library talks to outside groups
- I participate as a Library team member in promoting Strategic Planning initiatives
- I give general and specific instructions to public about library services
- I make suggestions to the Children's Selector for materials
- I move and remove materials to keep order and create a pleasing, user-friendly environment
- I interview and determine informational needs of patrons
- I implement best delivery method of services and materials
- I provide reference skills not only in children's services, but also in all departments of the Library by selecting appropriate sources or services to meet patrons' needs
- I refer people to appropriate institutions including government and community services
- I instruct users in developing research strategies
- I explain use of print and electronic reference sources to public and staff
- I explain and interpret policies and procedures to public
- I promote an interest in the library as a community resource by building relationships with community groups such as government, school, civic, cultural and/or social organizations
- I stay informed of current trends, emerging technologies, issues, and research in librarianship and incorporate this information into job duties
- I answer and reply to telephone, mail and electronic communications
- I apply knowledge of Dewey Decimal System & Library of Congress Subject Headings
- I compile content describing materials & services in order to provide content to MAC
- I assist in organizing and compiling Teacher Collections
- I provide bibliographic and computer database instruction to patrons and staff
- I keep records and statistics of activities
- I assist Circulation Department with duties relating to checking in and out of library resources
- I attend and participate in department and building staff meetings
- I maintain awareness of community members' standards and needs

## **SECONDARY RESPONSIBILITIES:**

- I participate in continuing education workshops
- I participate in JCPL fairs and festival events
- I participate in JCPL committees and task forces
- I perform other duties as assigned

## **QUALIFICATIONS:**

### **Education/Experience:**

- MLS required, computer experience preferred, reference experience desirable
- Familiarity with ECRR (Every Child Ready to Read) and STEAM (Science, Technology, Engineering, Art, Math) education initiatives
- Programming experience required
- Demonstrated knowledge of children's books and other non-print media

### **Certification:**

Must have or have qualifications to obtain a minimum of a Librarian Certification 3 (LC3) and must maintain this level of certification through achieving Library Education Units.

### **Knowledge, Skills, Abilities:**

- Demonstrates ability to organize, prioritize, evaluate and complete work
- Operates with a minimum of supervision and works collaboratively in a team
- Follows procedures
- Interpersonal and customer service skills
- Supports the principles of equity, diversity, and inclusion as outlined in JCPL's Diversity Statement
- Interprets policies to promote access
- Exercises judgment when to suspend procedures or policy
- Locates or helps public locate correct answers to reference inquiries
- Develops search strategies
- Interprets and evaluates information requests
- Performs bibliographic instruction for customers
- Creates new services and methods of delivery
- Demonstrates ability to resolve conflicts
- Uses diplomacy and tact to establish and maintain relationships with patrons and coworkers
- Supports the principles of intellectual freedom
- Maintains working knowledge of computers, printers, copiers, and any other equipment commonly utilized in a library
- Communicates effectively orally and in writing
- Manages unexpected and emergency situations
- Adapts to change
- Deals with confused, unpleasant, angry, sick or injured people

- Works a varied schedule, including evenings and weekends

**PHYSICAL DEMANDS:**

- Ability to perform program activities to include dancing, bending, stooping, stretching, walking, singing, speaking, etc.
- Ability to use computer keyboard at standard workstation and 42” high
- Ability to read computer screens and written communication
- Ability to read, write, speak and understand the English language
- Ability to use scissors, pens and pencils
- Ability to lift and carry up to 50 pounds – books, boxes, totes
- Ability to move quickly into different areas of the building
- Ability to push 120 pounds on book cart
- Ability to prepare handwritten work forms and correct bibliographic data
- Ability to open, close books, CD & DVD containers, storage containers
- Ability to operate audio-visual equipment
- Ability to drive with own transportation or have access to other transportation
- Manual dexterity
- Ability to reach up to 72” and bends to floor level
- Ability to shift materials up to two hours (100-1000 books)
- Ability to use push-button telephone, knobs on equipment

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of duties, responsibilities, and requirements.

Reasonable accommodations may be made to enable individuals with identified and communicated ADA disabilities to perform the essential functions of this job.

*\*Although employment with Johnson County Public Library is for a particular position at a certain location, the Library reserves the right to reassign an employee based upon the needs of the library system.*