

To Apply: Employment applications must be completed online.

Anderson Public Library is an equal opportunity employer. Applicants are considered for employment without regard to age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification. Anderson Public Library will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities

JOB DESCRIPTION ANDERSON PUBLIC LIBRARY

Job Title: Children's Services Librarian, Full-time
Department: Children's Services, Main Library
Job Grade: 324/Non-Exempt
Certification Level: LC3 or higher
Reports to: Children's Services Manager
Schedule: 40 hours per week, including evening and weekend shifts
Salary: Salary range minimum is \$39,822.43

Job Summary: 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.

Job Education and Experience:

1. Master of Library Science degree from ALA-accredited school
2. Certification from Indiana State Library
3. Public library children's services and programming work experience

Job Knowledge, Skills, and Abilities:

1. Extensive knowledge of current and popular children's books, authors, websites, and general interests; extensive knowledge of children's print and computer reference resources
2. Excellent interpersonal skills and proven ability to serve the public with friendliness, tact, and diplomacy
3. Excellent oral and written English communication skills, including public speaking and presentation skills; Spanish-speaking skills preferred
4. Excellent planning, organizational, and problem-solving skills
5. Familiarity with "Every Child Ready to Read @ Your Library" model of early literacy library service and programming that promotes early literacy development
6. Comprehensive understanding of current trends in emerging technologies, issues, and research as they relate children's services in public libraries
7. Ability to plan and conduct programming of interest to children and/or caregivers with emphasis on programs for school age children
8. Ability to bring attention to library materials by creating bibliographies and displays that are current, timely, and relevant

9. Ability to establish and maintain effective working relationships with staff, customers, children, and community organizations
10. Proficiency using personal computer system and email, Internet, Microsoft Office programs, Integrated Library System (ILS), and other computer applications and technologies relevant to job
11. Ability to work independently and effectively prioritize work tasks without direct supervision
12. Ability to perform clerical work and recordkeeping with accuracy
13. Valid driver's license and safe driving record for purposes of driving library and/or personal vehicle to programming sites
14. Ability to work a flexible schedule, including nights and weekends
15. Satisfactory criminal history background check

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 sustained physical operation of computer and office 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; work at heights reached by a standard step ladder; be exposed to fumes and toxic and/or caustic chemicals typically present in insecticides and standard cleaning supplies; and be exposed to outdoor weather conditions if performing outreach activities, including driving a vehicle to service locations in potentially inclement weather. 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 necessary for this job include close vision, distance vision, peripheral vision, and ability to adjust focus. While performing duties of this job, the employee is regularly (over 2/3 of work time) required to: sit; use hands to finger, handle, or feel; and talk or hear. The employee must frequently (1/3 to 2/3 of work time) reach with hands and arms. Occasionally (less than 1/3 of work time), the employee must: stand; walk; climb or balance; 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 ten 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. Blu-ray player
9. Ellison machine
10. Lamination machine
11. Weather radio
12. Two-way radio
13. Tiered rolling book carts
14. Step ladder
15. Library vehicle
16. Digital camera

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

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. 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
3. Uses Integrated Library System (ILS) efficiently to check in and check out bags of materials designed for circulation to Early Literature Outreach sites
4. Promotes library programs and services during customer interactions; creates bibliographies and displays that are current, timely, and relevant
5. Maintains collections by weeding, changing the status of items, and reorganizing collection areas; shelves materials as needed
6. Participates in a variety of community activities and public speaking opportunities; provides positive image of library
7. Seeks applicable grant funding for Children's Services; implements and performs grant duties in collaboration with other staff
8. Maintains reliable attendance; reports to work as scheduled and clocks in and out on time

9. Assists in keeping safe, orderly, and neat environments in public service and staff areas
10. Helps maintain equipment and supplies within department
11. Attends department meetings and collaborates on department objectives
12. Complies with library's Employee Handbook, policies, and procedures
13. Informs Children's Services Manager of work and customer service problems; recognizes situations appropriate for seeking managerial or administrative assistance
14. Attends conferences, workshops, and training relevant to professional development and responsibilities to earn LEU's to maintain appropriate certification
15. Performs other tasks and special projects assigned by manager

Other Duties:

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