

Ridgefield Library Association

Job Title: Children's Services Librarian

Reports to: Children's Services Department Head

Purpose:

The Children's Services Librarian supports the successful operation of the Library by providing direct service to the public and by maintaining and developing library resources and materials. This position operates under the direct supervision of the Children's Services Department Head and is also expected to use independent judgment.

Duties & Responsibilities:

- Maintains a professional demeanor in all interactions
- Maintains a safe and welcoming environment
- Staffs the Lodewick Children's Library public service desk for regularly scheduled shifts
- Provides exemplary customer service to children aged birth through grade 5 and their families through Reader's Advisory and Reference Services assistance and instruction in the use of Library equipment and resources
- Manages and develops portions of the Children's Collection
- Develops, implements and evaluates programs for children and families
- Engages in outreach to schools and community organizations
- Keeps informed of trends in materials and resources, library services and issues affecting children and families
- Responsible for assigning and monitoring study rooms
- Responsible for monitoring public areas of the Lodewick Children's Library
- Updates and maintains digital content as assigned
- Assists with special projects and other duties as assigned
- Occasionally serves as "Administrator in Charge"

Knowledge & Skills:

- Ability to deal tactfully, courteously and effectively with patrons of all ages and with other employees
- Ability to work independently and as a team member
- Ability to work with limited supervision
- Ability to learn, adhere to and enforce all Library policies and procedures
- Ability to learn and use Library technology and equipment
- Familiar with the Dewey Decimal Classification System
- Superior knowledge of general library terminology
- Superior knowledge of children's literature and resources, print and online
- Familiar with databases available to public library users
- Proficient with equipment and systems in an office environment

- Ability to communicate effectively orally and in writing

Physical Requirements:

- Ability to lift up to 40 pounds
- Ability to push and pull carts weighing up to 80 pounds

Qualifications:

- MLS or equivalent combination of education and experience. Education and/or experience must demonstrate possession of knowledge, skills and abilities listed above.
- Experience serving children and families
- Available to work evenings and weekends as assigned

