

# Rosenberg Library

2310 Sealy St.  
Galveston TX 77550  
[www.rosenberg-library.org](http://www.rosenberg-library.org)

## **Children's Librarian**

The Children's Librarian will work closely with the Children's Services Manager and team to ensure exemplary library services to the Galveston community. Responsible for providing basic assistance and guidance in use of the Children's Department, participating in planning and executing juvenile programs, assisting in collection development, marketing and promoting children's library services.

### **Duties Include:**

1. Provide accurate, customer friendly reference and readers' advisory service in a prompt and punctual manner. Guidance in use of department includes conducting reference interviews in order to effectively answer reference questions, offer readers' advisory suggestions, assist with database, online services and online card catalog. Reference work includes, but is not limited to, helping children find appropriate books, creating booklists, assisting teachers with subject inquiries, locating requested materials for parents.
2. Provide technical assistance and software guidance in Children's Computer Lab. Suggest software apps appropriate for use. Maintain computers and oversee use.
3. Responsible for creating eye-catching publicity. Prepare first drafts of press releases, program brochures and program descriptions. Create displays to market books, publicize programs, put together presentations such as power points to promote services. Distribute publicity information to news media and local print and online publications.
4. Create, plan and implement developmentally appropriate and creative programming and tours for children, their families, their schools and their caregivers.
5. Work cooperatively with other library departments in order to provide our young patrons with full access to all resources available at Rosenberg Library.

6. Assist with the planning and implementation of summer reading club and other special projects to provide quality experiences for families and child care facilities. Evaluate programs and apply findings to continually improve and target new audiences.
7. Recommend new purchases, replacement titles and materials to be deselected. Create bibliographies highlighting print and non-print sources.
8. Create props for stories, run errands for needed program materials.
9. Represent Rosenberg Library in outreach opportunities.
10. Stay current on library trends and seek out professional development.
11. Brainstorm with fellow children's department team members to create awesome programs, collections, services and teamwork.
12. Work on special projects as assigned. Assist as needed.

**Qualifications:**

Master's Degree in Library Science, knowledge of basic computer programs, ability to access the online catalog. Familiarity with children's apps and computer gaming. Some experience working with children or with the public is highly desirable. Graphic design, artistic ability and organizational skills are desirable. Must be able to attend out of town conferences and workshops. Effective oral and written communication skills are necessary as is ability to work effectively with a diverse patron population and fellow staff members. Facility with the English language and be able to communicate effectively and fluently.

Please visit our website to find out more about us and to find an employment application. Send completed application and resume electronically to:

Karen Stanley

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