



## TOWN OF HOPKINTON JOB DESCRIPTION

<b>Title:</b> Children's Librarian	<b>Classification:</b> Salary Administration Plan
<b>Department:</b> Library	<b>Grade:</b> 8
<b>Reports to:</b> Library Director	<b>FLSA Status:</b> Non-exempt
<b>Effective Date:</b> 3/21/2017	<b>Union Status:</b> Non-represented

### Summary

The Children's Librarian works with library patrons from birth through approximately age 12 and their family members or guardians, maintains a welcoming Children's Room with activities and up-to-date resources, and organizes and coordinates a variety of programs and services to promote reading and enhance the lives of young library users. The Children's Librarian ensures that all children of Hopkinton are well-served by a vibrant library space and a wide range of resources, activities, and other offerings that respond to community needs and promote reading, literacy, research, curiosity, well-being, etc. Performs moderately complex administrative duties; performs all other related work as required.

### Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Responsible for all library services provided to children. Develops innovative and engaging programs and services to meet the needs of children from birth through 6<sup>th</sup> grade. Maintains current collections in the Children's Room that reflect community needs and interests. Promotes a welcoming, engaging atmosphere in the Children's Room for patrons and staff.

Evaluates and selects books and other children's materials for acquisition, and oversees acquisition work by other staff. Monitors purchases to ensure they remain within budget.

Prepares and presents programs as well as overseeing and supporting other staff and volunteers in this area. Monitors programming costs to ensure they remain within budget.

Provides reference and reader's advisory service to children and their parents, guardians, or other adults. Provides enthusiastic and welcoming customer service for patrons of all ages. Oversees the provision of services in the Children's Room by other staff.

Builds and maintains positive, collaborative relationships with community members and organizations such as schools, parent groups, local clubs and nonprofits, etc. Conducts outreach to community groups.

Promotes children's services and events through the library website, social media, and other avenues as appropriate.

Assists in developing library policies and strategic directions, with emphasis on Children's Room policies. Monitors security and safety of children's areas.



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Pursues professional development and continuing education. Maintains awareness of current trends in children's services.

Covers other service points throughout the library as needed.

Performs similar or related work as required, or as situation dictates.

### **Supervision Received and Exercised**

Works under the general direction of the Library Director. Functions independently, referring problems to supervisor only when clarification or interpretation of policy or procedure is required. Employee trains and provides general supervision to Library Assistants.

### **Qualifications**

#### **Education, Training and Experience**

Master's degree in library and information science or similar field from an American Library Association accredited program with at least two to four years progressively responsible library experience, or equivalent combination of education and experience. At least two years public library and/or Children's experience preferred.

Knowledge of: public library practices and procedures; children's literature and children's reading programs and activities; child development; library technologies and common software applications; working knowledge of the laws, regulations, and departmental policies pertaining to library services.

Ability to: be creative and use imagination; read aloud; plan and direct craft and other activities; supervise assistants and volunteers; establish good rapport with children and parents/guardians; pay attention to accuracy; work with frequent interruptions in a busy environment; maintain effective working relationships with fellow employees, other organizations, and the public; communicate clearly and effectively, both verbally and in writing; handle multiple tasks, determine priorities, and meet deadlines; maintain accurate and detailed records; recognize library priorities and work cooperatively and collaboratively to support their accomplishment.

Skill: organizational/planning, writing, interpersonal/collaborative communication, leadership, resourcefulness, and discretion; computer skills that encompass effective use of word processing, spreadsheet, presentation, email, social media, internet browser, and library software.

### **Job Environment**

- Work is performed under typical office and library conditions; the noise level is moderately noisy.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the general public, particularly children, and with local schools and organizations and other libraries. Contacts are in person, by telephone, by email, and over social media, and involve an information exchange dialogue.
- Has access to all department-related confidential information, including patron records.
- Errors could result in adverse public relations, reduction in the level of library service and delay in service.



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### **Physical Requirements**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Moderate physical effort required; may be required to move/push/transport up to 40 pounds. Ability to reach and shelve books. Position requires the ability to operate a keyboard and general office equipment at efficient speed and view computer screens for an extended period of time. The employee is frequently required to convey information at meetings with staff and others. Ability to reach and bend and read books aloud to children.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

*Equal Opportunity/Americans with Disabilities Act Employer*