



TOLEDO
LUCAS COUNTY
PUBLIC
LIBRARY

Librarian I or II/Children's Services

Classification:	Librarian I or II/Children's Services	FLSA Status:	Hourly
Reports to:	Agency Manager	Class:	APLE
Salary Grade:	6A/6B/6C 7A/7B/7C	Agency:	Various
Salary Range:	\$41,000 - \$68,000	Division:	N/A
Salary + Pickup	Per APLE contract	Date:	2019

**Salary dependent upon years of applicable experience and degree(s) obtained*

Position Summary

Under the direction of the agency manager, performs a full range of professional librarian tasks and related duties as required.

Primary Responsibilities

1. Serves as a librarian for all customers and works cooperatively as a team member with coworkers in applying the full range of principles and practices of library science.
2. Performs assignments in the areas of children and preteen services and adult services as required, to meet the needs of the agency. Conducts required searches, answers reference questions and provides information and guidance to customers.
3. Conducts regular community needs assessments to collect feedback and create tailored services and programs to address identified needs for children/tweens.
4. Designs, promotes, presents, and evaluates a variety of programs for children/tweens, with consideration of developmental stages and the needs, interests, and goals of all children, their caregivers, and educators in the community.
5. Ensures the agency's collections include relevant print and digital resources aimed at the specific interests and needs of each respective age group/audience. May be assigned specialized areas of the collection and may assist in collection maintenance.
6. May assist in developing reporting systems, and compile and maintain reference and statistical data.

7. Develops and maintains effective relationships with schools, community groups, agencies, and non-profits that target youth to plan and deliver programs and services that meet the needs and interests of local children/tweens.
8. Actively participates in school visits and participates in community-wide programs and functions.
9. Utilizes library tools according to established policies and procedures and performs reader's advisory for all ages.
10. May be involved in training and instruction of co-workers and the public in the areas of print and non-print materials, online catalog and general use of the Library.
11. Instructs children/tweens and caregivers in information gathering, research skills and digital literacy skills.
12. Attends and participates in children services meetings and work groups and contributes to cooperative efforts to support system-wide children services functions and programs.
13. Keeps informed of current trends and participates in professional organizations.

** Grade 6 position does not require collection maintenance responsibilities.

Minimum Qualifications

Knowledge/Skills

1. Knowledge of general library principles, methods, procedures and trends.
2. Knowledge of children's literature and programming techniques.
3. Knowledge and awareness of professional issues and developments.
4. Ability to analyze, evaluate and appropriately select library print and non-print materials.
5. Ability to establish and maintain effective working relationships with colleagues.
6. Ability to work with all age groups from diverse socioeconomic and ethnic backgrounds.
7. Ability to effectively plan and implement programs.
8. Ability to meet the public and to inspire its confidence. Ability to speak publicly with enthusiasm and friendliness.

Training/Experience/Education/Certification

1. Librarian I – BA/BS degree in appropriate field of study.
2. Librarian II - MLS from an ALA–accredited library school.
3. Coursework in children's literature and programming techniques, and experience working with children.
4. Demonstrated ability to be innovative in approaches to customer service and enthusiastic in providing warm and energetic programming to children.
5. Experience working with a variety of computers and devices, as well as a working knowledge of the library's on-line resources.
6. Valid driver's license.
7. Storytelling and puppetry skills (preferred).

To Apply

Interested applicants can view all job opportunities and apply online at our web address:
<http://www.toledolibrary.org/jobs>.

As an Equal Opportunity Employer, TLCPL assures that all applicants and employees receive equal consideration without regard to race, color, religion, age, national origin, citizenship, ancestry or handicap.

External applicant posting deadline: May 10th, 2019