

**Children's Librarian**  
**Town of Scituate**

This position is a 35 hour per week benefited position with the Scituate Library Department. The job description is below.

The position is a Grade 1A (\$2,320 to \$2,625 bi-weekly) and is covered under the terms of the SEIU 888 AMPs collective bargaining agreement. Non-Master's Degree level internal hires compensated at Grade 1 (\$2,093 to \$2,368 bi-weekly). Schedule and shifts to be determined, but one evening per week and one weekend day every fourth weekend will be required.

Please submit resume and cover letter to [HR@scituatema.gov](mailto:HR@scituatema.gov) or via mail to Human Resources, 600 Chief Justice Cushing Highway, Scituate, MA 02066. AA/EEO/ADA.

**Position Title:** Children's Librarian

### **Statement of Duties**

Performs professional librarian tasks for the Children's Department of the Library.  
Performs other duties as required.

### **Supervision**

Works under the general supervision of the Library Director; is familiar with work routine and uses initiative in carrying out recurring assignments independently and without specific instructions. Supervisor provides instructions, however, for new or unusual responsibilities. In the field of specialty, Employee is required to work independently in the analysis and evaluation of programs and in the development of new and/or revised programs. Employee must observe and follow library policies and procedures, and is expected to comprehend effect of automation on administration of work unit and on the delivery of library services to the public.

Provides supervision to assigned staff including but not limited to paraprofessionals and various volunteers up. Acts as a supervisor-on-duty whenever necessary, providing staff instructions and guidance as required.

Employee has access to confidential information pertaining to patrons records.

### **Job Environment**

Work at this level consists of varied work assignments, some of which involve non-standardized tasks, procedures and techniques, requiring evaluation and analysis. Problem solving with patrons may require considerable effort and independent judgment on occasion.

Errors could result in delays or loss of service and monetary loss.

The employee has frequent contact with the public. Other contacts include state and regional library associations, other town employees, community organizations, vendors, other government agencies, schools and teachers. Contacts occur either in person or by phone in order to provide assistance with reference questions. Some contact in writing to provide assistance for research. Other forms of contact include telephone, e-mail or facsimile. May be required to work beyond normal business hours on weekends and evenings.

### **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.*

Assures efficient operation of the area of the library set aside for children. Coordinates the selection, organizing, inventorying and processing of library books and other items. Organizes, directs and oversees the operation of children's services, including but not limited to staff management, circulation, collection, development and maintenance.

Develops, organizes, and implements programs and activities for children, young adults and adults.

Provides outreach services for area daycare facilities and works closely with schools on curriculum support, teacher support, parent and student support, and special projects.

Prepares bibliographies to assist children, sets up exhibits, analyzes reader needs in order to develop the collection.

Plans and implements programs such as story time, films, summer reading, school outreach, reading clubs and special events.

Utilizes computerized systems, classifies print and audio-visual material and provides technical support services to patrons.

Weeds obsolete items in collection using professional standards and sets others aside for repairs, rebinding and replacement. Participates in taking inventory of the library's collection.

Provides assistance in the circulation and reference departments as required.

Assists in the preparation of regional, state and federal grants.

Attends professional library conferences, seminars and network committees; reads professional literature; attends and participates in staff meeting discussions.

Provides information and assistance to library patrons; provides instructions on the effective use of reference materials, and equipment. Receives complaints or special requests from library users and makes every effort to follow through in response to them; maintains quality public relations, advising patrons of library programs, procedures and policies.

## **Recommended Minimum Qualifications**

### **Education and Experience**

Master's Degree in a field commensurate with library science, i.e. from an accredited ALA college or university, is required. Non-Master's Degree level internal applicants

must obtain MLS within 4 years of promotion. At least one (1) to three (3) years' experience working with children and young adults required.

## **Knowledge, Ability and Skill**

### **Knowledge:**

Thorough knowledge of library science and library services with an emphasis on youth services in order to refer library patrons to appropriate reading materials and to process collections in to and out of the library; Library policies and procedures in order to explain library programs and services to others; basic reference sources in subject area, research technique reader interest levels, publisher and dealer practices, and methods of library supply resources. Thorough knowledge of children's and young adult literature and related materials. Working knowledge of data processing and automation systems effecting administrative and library services, especially computer applications and the internet.

### **Ability**

Ability to supervise others, evaluating their performance, training them and administering discipline as needed; handle great many details, some simultaneously, with accuracy; communicate effectively with others, both orally and in writing; research information for a wide variety of library users; create goals and provide leadership for subordinates. Ability to work with children, young adults and adults.

### **Physical and Mental Requirements**

Work is performed in an office setting, subject to quiet to moderate noise. Up to 2/3<sup>rd</sup> of the time is spent standing, walking, sitting, stooping or reaching with hands and arms. Up to 2/3<sup>rd</sup> of the time is spent using hands to manipulate objects, tools, or controls and to reach with hands and arms. The employee is frequently required to sit, talk and hear. Frequently required to lift up to 10 pounds, occasional lifting is required up to 30 pounds, seldom does the Employee lift up to 60 pounds. Normal vision required. Equipment operated includes automobile, light equipment, hand tools, computers and various office machines.