

CITY OF MILL VALLEY

SENIOR CHILDREN'S LIBRARIAN

DEFINITION

To perform difficult professional library work involving children's reference services, collection development, programming for children and youth or other special services; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Children's Librarian is a fully experienced librarian at the senior level. The Children's Librarian is responsible for all aspects of the children's library program; supervise staff and perform complex specialized work.

SUPERVISION EXERCISED AND RECEIVED

Receives direction from the City Librarian.

Exercises immediate supervision over technical, clerical and professional library personnel and volunteers assigned to area of children's services.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Develop and implement all aspects of the children's library program including collection development, reference and reader's advisory services, community outreach and programming.
- Assist in planning, developing and implementing public relations/outreach programs, including attending and speaking at meetings in the community.
- Assist in developing and implementing goals, objectives, policies, and procedures for the children's library program, that reflect the library's mission and service philosophy.
- Plan, assign and supervise work of support staff and volunteers in the children's department.
- Perform all important and essential duties of Librarian I as outlined in that job description.

OTHER JOB-RELATED DUTIES

Perform related duties and responsibilities as required.

Attend scheduled and unscheduled staff meetings.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles, trends and practices of professional library work.
- Principles and practices of supervision.
- Public library purposes, organization and procedures.
- Modern library methods, techniques and terminology.
- Basic public desk and telephone etiquette.
- Diverse reference sources and complex search techniques.
- Advanced and complex problems of reference, research methods and other major library functions.
- Automated library functions, information systems, and tools.
- Principles of collection development, including book and materials selection, and cataloging procedures.
- Current children's literature, and current library literature.

Ability to:

- Interpret library services, policies and procedures to the community.
- Assess library patron and community needs and provide accurate reference information and a variety of children's programs.
- Select library materials and perform other collection development activities in children's subject areas.
- Plan, train and supervise the work of subordinate staff and volunteers.
- Classify and catalog a wide range of books and library materials using both manual and computerized procedures.
- Assume project leadership responsibilities for special assignments.
- Apply professional knowledge to the practical problems of the job.
- Establish and maintain effective working relations with library patrons, the community, colleagues, supervisors, City officials and others contacted during the course of work.

- Maintain accurate records and files.
- Prepare complete, accurate and concise written reports and correspondence.
- Communicate effectively in English both orally and in writing.
- Arrange effective displays and exhibits.
- Utilize electronic and online library tools for reference, cataloging and circulation functions.

Experience and training guidelines :

Any combination of experience and training that would be likely to provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education : Possession of a graduate degree in library science issued by a college or university accredited by the American Library Association.

Experience : Two years of progressively responsible experience as a librarian.

License or Certificate : A valid driver's license is desirable.

Special Requirements :

Perform physical tasks such as lifting and moving library materials.

Work evenings and weekends as assigned.

EFFECTIVE DATE : January 2003