

**Leach Library
Job Description
Children's Librarian**

SUMMARY OF DUTIES:

Responsible for implementing various programs and services designed to meet the needs of the community. Performs all facets of children's programming and selects and maintains children's materials for the library collection. Responsible for covering the public service desk(s) and delivering information services to the community.

SUPERVISION:

Works under the general direction of the Head of Children's Services, Assistant Director, and Library Director.

MAJOR DUTIES & RESPONSIBILITIES:

- Plans, develops, and implements children's programs and activities for newborns through grade six including story times, summer programs, holiday and special events, etc. Reports appropriate program statistics to management staff.
- Acts as liaison with the public, teachers and school librarians, daycare centers and nursery schools, homeschooling families, and community groups.
- Arranges library visits, conducts tours and classes, and provides library instruction as needed.
- Selects and deselects children's print and non-print materials in accordance with the library's budget and Collection Development Policy.
- Prepares displays and other print or digital content to promote the library's programs and collection.
- Provides Reference Desk coverage and reference services in the Children's Room as needed. Offers reference, reader's advisory, and referral services in person, by phone, and by email.
- Instructs and assists patrons on the use of the catalog, electronic resources, computers, and other equipment.
- Handles typical reference desk duties such as providing access to the historical room and study rooms, registering patrons for the internet, finding and pulling requested materials, requesting interlibrary loans, and enforcing library policies to provide a safe, pleasant environment for all users.
- Assists in the processing, cataloging, and classifying of children's materials.
- Participates in professional meetings and workshops including GMILCS meetings.
- Responds to patron requests, suggestions, comments, and grievances.
- Covers the circulation desks as needed. Assists patrons with the circulation of library materials and collection of fees. Uses the integrated library system (ILS) to circulate, reserve, and renew items.
- Acts as the Librarian-in-Charge in the absence of the management staff.
- Follows procedures for opening and closing the library.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

MLS (ALA accredited) and 1-3 years of public library experience working in children's services preferred. MLS candidates who have completed their reference coursework are encouraged to apply. Knowledge of current library technology and youth services trends is essential. Availability to work some nights and weekends required. This is not a remote work position.

KNOWLEDGE, ABILITY, AND SKILL

Knowledge of library policies and procedures, including automated circulation systems and information technology. Knowledge of public library youth services, materials, and trends. Knowledge of MS Office.

Ability to interact tactfully and appropriately with library patrons of all ages. Ability to work independently and manage numerous, diverse tasks at one time. Ability to develop and implement programs. Ability to handle problem patrons and emergencies effectively.

Customer service skills as well as excellent planning, organizational, and oral and written communication skills are a must.

PHYSICAL REQUIREMENTS:

Minimal physical effort is required to perform most duties. The employee is frequently required to stand, crouch, walk, sit, speak, hear, use hands to operate equipment, and reach with hands and arms. The ability to push and pull carts weighing 250 lbs. or more is required as well as lifting and carrying up to 20 lbs. of books. The employee also frequently assists in moving tables and chairs for program setup and cleanup. Vision requirements include the ability to read routine documents and use a computer.

8/2025