



JOB TITLE: CHILDREN'S SERVICES LIBRARIAN

The Basehor Community Library is searching for a Children's Services Librarian to lead the future of our children's department. As a library district in Leavenworth County, our library's service area includes the rapidly growing city of Basehor, Fairmount Township, and part of Stranger Township. The district is populated by beautiful homes as well as working farms. Driving distance to downtown Kansas City to the east and Lawrence to the west is less than 30 minutes.

The Basehor Community Library is the cornerstone of community activity with a new and expanding Early Learning Center, new Elementary School, and a new City Campus as our immediate neighbors. The library is loved by our community and we are honored by their support. Designs for an entirely new children's department wing at the library are currently being developed with the groundbreaking for this building expansion project set to take place in Fall of 2026. Help us finalize designs for this project and guide the direction of the department.

Excellent customer service is our number one goal. In this position, you will be a member of the management team and will be responsible for the planning and implementation of children's related programs and services. Like the other members of the management team, you will report to the Library Director.

PRIMARY DUTIES AND RESPONSIBILITIES

CORE DUTIES:

60% Children's Services

- Plan, promote, and implement programs targeted to the interests of patrons, birth through grade 5; oversee and assist other staff members as needed.
- Manage Children's Department space, including collection, computers, and play areas.
- Monthly outreach to schools in USD #458, local daycares and preschools
- Assist in drafting policy and procedures for Children's Services

10-20% Working the Public Service Desks

- Provide direct customer service to patrons of all ages, following the Basehor Library Code of Service.
- Includes searching for, locating and retrieving information and library materials.
- Assist patrons with the use of equipment and resources including the online catalog, databases, and copiers.
- Provide support, instruction, and troubleshooting assistance for patrons using our online resources.

10-20% Collection Processing and Maintenance

- Select materials for Children's collection in all formats.

- Weed materials as needed in Children's collection.

10% Supervisory

- Person-In-Charge in absence of Director or Assistant Director.
- Be an integral member of the Library's Planning Team

QUALIFICATIONS

EDUCATION & EXPERIENCE:

- A Master's degree in Library Science is preferred, but a Bachelor's Degree plus two years of experience in a public library may be substituted.
- Experience in library acquisitions.
- Experience with creating and implementing programs for children.
- Experience as a supervisor in a library or other customer-focused business.

SKILLS AND ABILITIES:

- Understand and provide excellent customer service.
- Understand the operational characteristics of a public library, including acquisition, cataloging and circulation duties.
- Understand and have the ability to use modern office software and equipment including computers and copiers.
- Understand the methods and techniques for conducting library reference and bibliographic searches.
- Ability to communicate clearly, concisely, and courteously.
- Ability to work cooperatively and maintain positive and constructive interpersonal relationships with vendors, patrons, and library staff.
- Ability to be flexible, manage ambiguity, adapt to change, and successfully work in a fast-paced, dynamic environment.
- Ability to work independently, set priorities, and manage competing deadlines effectively.

PHYSICAL REQUIREMENTS:

Must be able to move objects weighing up to 50 pounds and push/pull a fully loaded book cart weighing up to 50 pounds.

SALARY RANGE:

This is a 40 hour per week, non-exempt position with a minimum starting salary of \$50,000 with paid single health insurance including a dental plan, KPERS, and generous vacation, sick time, and paid holidays.

Application submissions desired by February 6, 2026 but will be accepted until the position is filled. Please apply via our website at <https://basehorlibrary.com/employment-opportunities>.

The Basehor Community Library provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to

race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.