CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Children's Services Librarian**	**UNION:114L**
		SG:L-2
CLASS TITLE:	**Librarian II**	**CS:N**
		FLSA:N
DEPARTMENT:	**Library**	**EEO4CODE:PR**

JOB SUMMARY:

Meets the needs of children, families and community members serving children and families through the development and implementation of children's library services. Services include preparing and presenting storytimes and other programming, providing instruction on library technologies and tools, providing outreach to schools, daycares and community organizations and connecting children and families to relevant library materials and resources. Provides system-wide expertise and training on children's literature, child development and current research, trends and focuses in children's services. Develops and maintains specific areas of the library's materials collections in all formats. Provides welcoming, friendly, efficient, knowledgeable and professional customer and library service to internal and external customers.

SUPERVISORY RELATIONSHIP:

Reports to the Library Deputy Director. Works independently under the guidance of city and library policies and procedures. May provide training, direction and technical guidance to staff in a lower classification and volunteers as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Develops and implements storytimes, programs, workshops, classes, tours, and other community outreach to meet the reading and educational interests of the community and further the mission of the library. Programs and events take place in the library and out in the community.

2. Serves as a professional library resource by recommending children's library materials in all formats to library patrons and community groups; provides leadership and trains staff in children's library materials recommendations, trends in reading and publishing, and community reading and learning interests.

3. Provides outreach to and develops partnerships with educational institutions and educators, childcare facilities, city departments and community organizations serving children and families. Focuses on aligning and connecting library services with the children and families served by those organizations and institutions.

4. Builds and maintains relationships in the community with individuals and organizations to develop library partnerships that meet community needs. Speaks publicly to groups about the library and its services and resources.

5. Teaches community members and staff how to effectively use library resources and technologies, developing appropriate methods and curriculum for varied audiences.

6. Develops and maintains a physical and digital collection that anticipates and meets the needs of children, ensuring it is diverse, current and relevant. Actively seeks feedback from the public and staff and routinely conducts collection maintenance.

7. Provides professional public service, including information, research services and circulation functions, in person, over the phone and digitally.

8. Participates with colleagues in cross-functional teams to accomplish goals and objectives.

ADDITIONAL WORK PERFORMED:

1. May be responsible for library services for a specific population or specialized library service.

2. May serve on library or community committees.

3. May draft library policies or procedures.

4. May serve as person-in-charge in the absence oflibrary management staff.

5. May seek grant opportunities and prepare grant proposals.

6. May assist with developing and maintaining content for social media platforms and the library website.

7. May act in a leadership role for projects, tasks, or events.

8. Performs other duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Current principles and practices of public library service and the future and emerging role of the public library in the community
- Library collection development practices.
- Current trends, innovations, technologies, techniques and materials in the library profession.
- Issues and events relevant to the City of Bellingham and the region.
- Library operations, procedures and policies as well as relevant city policies.
- Children's literature spanning birth – middle school; publishing, format and access trends.
- Child development and public library early literacy practices

Skill in:
- Excellent written and oral communication including speaking to large and diverse audiences.
- Effective problem solving.
- Project management.
- Collaborative problem solving.
- Excellent organizational skills; including handling concurrent activities and competing priorities.
- Taking leadership roles in projects, programs and proactive resolution of daily operational situations and issues as they emerge.

Ability to:
- Think creatively and be willing to experiment in developing creative library programs and services that engage the community.
- Commit to the principles and 'best practices' in librarianship and customer service.

- Convey enthusiasm about learning, stories, information, library resources, and the library's role in the community.
- Adapt to changing needs; recognize and set priorities. Be flexible in options and open to creative solutions.
- Provide exceptional customer service.
- Apply new knowledge and skills.
- Be accurate, thorough and timely in the completion of assignments.
- Work independently and work well with others, including in a collaborative manner to achieve desired outcomes.
- Interact with library staff and public using courtesy, patience, tact and good judgement.
- Work with a diverse population and the ability to handle a wide range of challenging situations.
- Train, coach and mentor others.
- Articulate, support and implement the mission, strategic directions, and policies of the Bellingham Public Library.
- Demonstrate the City of Bellingham's Public Service Competencies of service orientation; results orientation; and teamwork and cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform essential functions of the job including:
    - Hearing acuity and verbal ability sufficient to communicate using a telephone or in person;
    - Stand for up to four hours at a time;
    - Reach shelves up to six feet high and at floor level;
    - Transport library materials weighing up to 25 lbs., often in a confined space; up to 40lbs infrequently.
    - Move a loaded book truck or a dolly loaded with library materials for offsite visits.
    - Correctable visual acuity to read a computer screen or a typewritten page.

WORKING ENVIRONMENT:

Duties are performed in the library and in the community with frequent interaction with co-workers and with the public. Work may require moderate physical activity when conducting storytimes and setting up/cleaning up programs. Work is often performed extensively at a computer work station with periods of prolonged sitting or standing. Station is often shared with other staff. Environment includes a normal range of noise and other distractions working around specialized library equipment and standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Master’s degree from a school accredited by the American Library Association.
- Two years of professional experience in library services for youth, or equivalent.
- Public library experience preferred.
- Bilingual fluency in English and Spanish preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Washington State certification as a librarian or the ability to obtain certification at time of hire.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Must be able to work evenings, weekends and holidays and to adapt to schedule changes on short notice.
- A valid Washington State driver’s license and good driving record.

PREPARED BY:

B.Hoglund/R. Delker
5/20

REVIEWED BY:_____

Rebecca Judd
Library Director