CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**LIBRARY CHILDREN'S SPECIALIST**	**UNION:1937**
		SG:107
CLASS TITLE:	**Library Specialist 2**	**CS:N**
		FLSA:Y
DEPARTMENT:	**Library/Youth Services**	**EEO4CODE:PP**
		ENTRY/PROMOTIONAL

JOB SUMMARY:

Performs public service duties including reference assistance, reader's advisory services, and circulation. Plans, prepares, schedules, and conducts specialized programming for children and adults, including the Summer Reading program. Prepares promotional materials for Youth Services programs. Promotes library services to the community through outreach to schools, daycares, and other educational venues. Serves as a lead worker.

SUPERVISORY RELATIONSHIP:

Reports to the Head of Youth Services. Works independently under general supervision and the guidance of Library policies and procedures. Acts as Person–In-Charge in the absence of the supervisor. Functions as lead. Provides training and day-to-day direction to lower-classified staff members and volunteers.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provides reference assistance and reader's advisory services. Directs and teaches patrons how to use library resources, including print and non-print materials, the library catalog computers, internet computers and online databases.

2. Selects and locates library materials for customers, considering such variables as age, reading level, and interests; compiles booklists and finding tools.

3. Plans, prepares, schedules, and conducts programs such as school tours, story times, workshops for adults, special events, and the Summer Reading Program.

4. Prepares promotional materials for the public such as press releases, publicity posters, and room displays. Designs forms, brochures and handouts. Oversees and orders print jobs.

5. Responds to and handles violations of Library rules, including disruptive behavior and computer use infractions.

6. Performs circulation duties: checks library materials in and out; processes library card applications; handles overdue issues; collects fines and cashiers; handles telephone, email, and in-person questions; explains and applies Library policies.

7. Assists librarians with selecting library materials for Youth Services.

8. Represents Youth Services and the Library to groups in the community.

ADDITIONAL WORK PERFORMED:

1. Assists with development of Youth Services policies and procedures.
2. Networks with others in Youth Services and other related fields.
3. Assists with Youth Services technology projects and resources.
4. Performs clerical duties such as updating files, writing letters, and data entry.
5. Assists librarians with collection maintenance such as withdrawing materials, updating the database, and recommending replacement materials.
6. Helps to direct the daily activities of lower-classified staff and volunteers.
7. Represents Youth Services on committees dealing with Library policies and procedures.
8. Performs other related duties within the scope of the Library Specialist 2 classification or any lower library support classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge:

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- An understanding of the current principles and practices of public library services for youth and families, including a working knowledge of and experience with Reader's Advisory practices, Early Learning initiatives, technology and providing excellence in library services to youth and families.
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Skills:

- Excellent oral and written communication skills for effective interaction with patrons of all ages, co-workers and others using courtesy, tact and good judgment.
- Excellent problem-solving and decision-making skills.
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Ability to:

- Think creatively and be willing to experiment.
- Inspire fun in the people and patrons around you.
- Express passion about learning, books, library resources and the library's role in the community.
- Adapt, be flexible and open to change.
- Maintain a high energy level, be outgoing and enthusiastic.
- Make people feel welcome by displaying exceptional, friendly customer service.
- Work independently and work well with others.
- Be a leader and enthusiastically take on lead responsibilities.

- Create and conduct programs including storytelling; music and movement; and arts and crafts.
- Remain calm and effective when dealing with disruptive behavior.
- Apply theoretical knowledge of child development in the creation and organization of library programs.
- Plan and organize workload effectively.
- Perform data entry and utilize computerized information systems.
- Work accurately and maintain attention to detail in an atmosphere of frequent interruptions.
- File alphabetically and numerically.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the City of Bellingham's Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job including:
  - stand for up to four hours at a time;
  - reach shelves up to six feet high and at floor level;
  - lift and carry library materials weighing up to 25 lbs., often in a confined space;
  - correctable visual acuity to read a computer screen and a typeset page.

WORKING ENVIRONMENT

Duties are performed indoors with frequent interaction with co-workers and with the public. Work is performed extensively at a computer work station with periods of prolonged sitting or standing. Station is often shared with other staff. Environment includes a range of noise and other distractions including loud or distressed children.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in child development, library science, elementary education or related field, or an equivalent combination of education, training, and experience.
- Two years of experience in a library support or paraprofessional position; or an equivalent combination of library experience, relevant curriculum or program development, instruction and presentation experience
- One year of experience providing reader's advisory and ready reference preferred.
- One year of experience designing and conducting children's programming, storytelling, or other creative skills preferred.
- Experience interacting in partnership with groups and committees preferred.
- Bilingual proficiency desired.

NECESSARY SPECIAL REQUIREMENTS:

- Must pass criminal convictions and Washington State Adult/Child Abuse records check prior to hire.
- Must be willing to work various shifts depending upon the needs of the library, including evenings and weekends.

PREPARED BY: Library Support Class Study Task Force **REVIEWED BY:** Pam Kiesner, Library Director

6/07
UPDATED BY: Pam Kiesner
Bethany Hoglund
12/10, 3/13

REF: LIAsstChildrensLib.jd.doc; LIChildrensSpec.jd.doc