

HEWITT TEXAS

Job Title: Library Specialist (Children's Services)

Department: Library

Location: Hewitt Public Library

Reports to: Library Director

Date: 3/13/2018

Grade: 12	Type of Position: <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Job Summary: Under the general supervision of the Library Director, the Children's Librarian has responsibilities that range from routine clerical and customer service activities to program implementation requiring creativity and strong organization skills. The Children's Librarian is directly responsible for weekly story-time activities and collection development within the children's area.

Essential Functions: Perform specialized duties to include maintenance and administration for the Children's Services area in the library. Develop Children's department through evaluation and selection of new materials; facilitation of a wide variety of children's programs, with emphasis on educational value; and coordination of children's services operations with other library and City departments. Report to the Library Director on a consistent basis concerning status and needs of the Children's department. Participate in continuing education for Library development with the approval of the Library Director.

Assist the program planner with promotion of library programs and use through development of marketing materials, coordination of promotion for Children's programs, and acting as a liaison with any necessary outside entities.

Perform clerical duties to include operating the circulation desk, charging and discharging library materials in accordance with established library policies and procedures, performing opening and closing procedures, carrying and shelving books, collecting fines and fees, entering new patron information into the computer and issuing library cards, typing call number labels for books, placing jacket covers on new books; and entering book information into the computer.

Provide customer service by greeting and directing library patrons, answering the desk phone, assisting the public in selecting and locating library materials, assisting patrons with internet usage, making copies for patrons; notifying patrons of book statuses, sending overdue notices, and assisting patrons with public access catalog training.

Perform routine and repetitive duties independently with only general supervision and according to well-known practices and procedures. Perform relatively more complex assignments and specialized functions under closer supervision. Perform other related duties as assigned. Regular and consistent attendance for the assigned work hours is essential. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Knowledge and keen interest in books and information; knowledge in children's literature. Ability to plan, develop and organize activities; ability to communicate effectively and courteously with patrons; ability to operate moderately complex computer automated library system; knowledge of library circulation duties; knowledge of internet; knowledge of personal computers. Must be able to communicate effectively in English, both orally and in writing. Must be able to hear, comprehend and respond to library patrons both in person and in telephone conversations. Ability to count money and make change.

Required Education, Experience, and Qualifications: Bachelor's Degree or equivalent combination of education and experience. A valid Texas class C Driver's License.

Preferred Education, Experience, and Qualifications: Master of Library Science degree from an ALA accredited college or university. Experience in child development.

Physical Requirements:

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Must be able to push loaded book cart weighing approximately 300 pounds on level floor and up ramp. Sit and stand for extended periods of time. Frequent reaching, talking, seeing, hearing, and manual dexterity. Occasional lifting and carrying up to 50 pounds. Must have visual ability to see computer screens. Requires mental alertness, focus, and attention to details.

Machines, Tools, and Equipment: Equipment utilized includes personal computer, copier, calculator, fax machine, cash register, personal digital assistant, other standard office equipment, and personal or department vehicles.

Expected Hours of Work: Must be able to work varied schedules that may include evenings and weekends.

Work Conditions/Environmental Factors: The essential functions of this position are performed in an indoor office setting at the library, in a frequently dusty atmosphere with potential exposure to airborne pathogens. Occasional exposure to the outdoors for library programs and activities.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____