



TOWN OF BERLIN

JOB DESCRIPTION

Job Title: Children's Librarian

Function:

Under the direction of the Head of Children's and Teen Services, is responsible for staffing the Children's Services Desk; planning, developing and presenting children's programs; and materials selection. Utilizes in-house computer to access, input and retrieve data. Conducts reference interviews and retrieves information from print and non-print collections. *This is a regular full time position in the Middle Management Association, salary grade A.*

Typical Duties, Responsibilities, Tasks & Assignments:

Plans, publicizes and conducts programs for children to encourage reading, viewing, and listening of library materials in an effort to create lifelong readers. Provides service to the community and schools through programming, outreach and other Library services.

Assists patrons in the use of equipment items located within the Children's Department. Assists patrons at the Children's Services Desk with locating various materials within the Library. Provides assistance with basic reference and reader's advisory inquiries via phone inquiries, electronically or in person.

Assists with collection development, including evaluation, selection, processing, cataloging and weeding as assigned.

Assists with teen programming and collection development and maintenance of teen materials.

Develops, maintains and contributes to the library web page and social media.

Attends Children's Department and Library Staff meetings. Represents Berlin-Peck Memorial Library at various outside meetings, workshops and seminars as appropriate.

Performs other duties as assigned.

Special Skills & Requirements:

Master's degree from an ALA-accredited school and a minimum of two years of related experience working with children within a library setting required or equivalent youth services experience and a bachelor's degree required. Strong customer service skills necessary. Knowledge of Sierra/Encore preferred. Must possess a familiarity with and enjoyment of children's literature as well as the ability to communicate clearly, pleasantly and courteously with child(ren) and adult patrons, as well as staff. Must be proficient in Windows and Microsoft Office applications, and have the ability to troubleshoot computer and printer problems. Must be able to work independently as well as part of the library team.

PHYSICAL REQUIREMENTS:

Ability to obtain and replace books from shelving in the stacks and on all levels, walking and standing for extended time periods and carrying a reasonable selection of materials between places where they are stored and places where they are used within the building. Ability to work with equipment associated with a library, including step stools, ladders and book trucks that occasionally may weigh in excess of 100 lbs. Ability to occasionally lift up to 25 lbs.