**GENERAL DESCRIPTION**

The Children’s Librarian ensures effective library services to patrons aged zero through 17 focusing on patrons aged zero through 10. The Children’s Librarian plans, coordinates, performs, and evaluates Children’s programming and outreach activities. This position advocates for children’s services and actively serves as a liaison between the Library and schools and other community organizations. This position is responsible for managing the children’s collection, developing and coordinating programming, and overseeing budgets allocated to the department. This position is responsible for monitoring its performance to ensure that its activities meet department and BRLD standards and objectives. Other responsibilities include reader’s advisory, maintaining a friendly and relevant environment in the department, and advocating for youth services to the community at large. This position works closely with the Teen Librarian and Youth Services Assistant to coordinate services and/or assist with activities.

The Children’s Librarian participates in the development, recommendation and administration of library policies, procedures and processes. This position oversees and provides budget input in assigned functional areas. This position works collaboratively with other library departments, the community, and/or external agencies. The Children’s Librarian serves on various teams within the library. This position staffs the public service desk as needed.

All Library staff are expected to provide quality customer service with both internal and external customers and to establish and maintain effective working relationships in a team environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, coordinates, and leads activities for children, which includes afternoon programs, storytimes and other family programs
- Selects library materials in all formats for the children’s collection
- Maintains children’s collections through periodic review and discard of worn or non-circulating materials
- Performs outreach activities with schools, parent groups, and local organizations to promote library services and resources
- Collaborates with community organizations on programming or other activities
- Actively and creatively markets children’s programs in collaboration with and under the guidance of the Marketing department
- Promotes collections and activities to children through a variety of media such as displays, readers’ advisory materials, blog and social media posts, and flyers
- Coordinates with school librarians on programs and the promotion of library services and resources.
- Works closely with the Teen Librarian to plan and coordinate activities and services
- Assists with teen programs as needed
- Manages Children’s Services budget
- Assist in the preparation of the annual budget as it relates to Children’s Services
- Maintains current knowledge of library materials, resources, and services
- Oversees the Children’s area of the library to ensure a welcoming environment and that the space supports a variety of uses
- Performs administrative record keeping and reporting as assigned
- Maintains an active presence in the Children’s area after school to assist students with their information needs
- Provides reference and readers advisory services to patrons of all ages
- Recommends changes to policies and procedures for improved library services
- Enforces Library rules and regulations
- Works to maintain a fun, safe, and positive environment which encourages intellectual curiosity and a love of reading
- Works at the public service desk, checks in items, shelves books, and performs other circulation tasks as assigned
- Performs other duties as assigned

**Knowledge, Skills, and Abilities**

- Knowledge of Children’s & Young Adult literature.
- Experience designing and implementing programs for school-aged children and teens.
- Excellent computer literacy skills, experience with “tech toys”, and the ability to become proficient with new and changing technology.
- Knowledge of electronic methods and resources to evaluate information and resources
- Ability to establish and maintain good relationships with fellow staff members as well as with patrons, area residents and visitors.
- Ability to communicate especially well with school-aged children and teens, making them feel comfortable and welcome in the library.
- Ability to manage programs and projects independently
- Knowledge of statistical methods and data reporting
- Knowledge of electronic databases and reference resources
- Ability to maintain materials expenditures within budgeted amounts
- Ability to select materials for library collection
- Must possess excellent customer service skills and be a self-starter.
- Ability to learn library operating systems, office equipment, and other technologies.
- Ability to provide efficient and courteous patron service to a diverse patron population.
- Ability to handle patron complaints and to resolve difficult situations.
- Ability to learn and become proficient in the skills, functions, and technologies required to perform job duties
### Education and Experience

- A Bachelor’s degree is required
- A Master’s Degree in Library Science from an accredited college or university is preferred
- Minimum 2 years’ experience in a related field is required
- Bilingual fluency in Spanish and English is preferred
- An equivalent combination of education and experience may be considered on the basis of one year of experience for each year of education.

### Physical and Environmental Working Conditions

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone
- Ability to work in a busy environment with frequent interruptions
- Ability to work in a sedentary office environment
- Standing in work areas and walking between work areas may be required
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment
- Must occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information
- Ability to push a book cart to move and shelve books
- Ability to lift, carry, push, and pull materials and objects up to 30 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff
- Occasional work outdoors and in diverse environments
- Reasonable accommodations will be made for otherwise qualified individuals with a disability

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

The Basalt Regional Library District is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.