

**All applications must be submitted to the library's front desk by Wednesday, January 22. The library will begin to schedule candidate interviews after this date; please allow until then before inquiring about the status of your application. If you are selected for an interview, the library will reach out to you by phone.**

# **Children's Librarian**

## **Job Description**

**Reports to:** WCPL Director

**Job Classification/Status:** Full Time (37.5 hours)

**Rate of pay: \$11 per hour, benefits including retirement and health insurance**

**Job Description:** Under the direction of the library director, the Children's Librarian is responsible for the coordination, planning, and execution of programs for babies, toddlers, preschool, and school-aged children up to age 12. Other responsibilities include maintenance of the children's area, assistance with development of the children's collection, providing friendly and knowledgeable customer service, and public relations activities with local schools and the community.

### **Responsibilities:**

- Keeps the library director informed of special events, personnel, projects, challenges, and successes related to assigned areas of responsibility.
- Plans, coordinates, and implements regularly scheduled programming, special events, and activities. Collaborates with teen and adult services librarians to plan and present programming for multiple age groups.
- Plans, organizes, and implements the children's Summer Reading Program.
- Maintains youth services calendar.
- Compiles monthly reports and assists with annual statistical report.
- Oversees promotion of children's services programs and resources. Provides youth services content to add to the library webpage and shares content frequently to the library's social media accounts.
- Conducts library tours for interested groups including schools, classes, groups, and organizations.

- Acts as a liaison to local public and private schools, community agencies serving children, and teachers.
- Keeps the children's areas neat and organized while maintaining a comfortable atmosphere.
- Performs other tasks, duties, and projects as assigned.

**Other Job Functions:**

- May solicit funds and find grant opportunities, especially to purchase children's materials and fund children's programs.
- Reviews children's services budget allocation for programming and ensures expenditures stay within appropriate levels.
- Suggests collection purchases for children's department. Maintains program supplies for the children's department.
- Weeds children's resources on a continuing basis.
- Keeps informed of current trends, technology, and developments affecting librarians through professional reading, continuing education opportunities, and participation in professional organizations. Attends workshops, conferences, and training as needed.
- Responds to phone, email, and in-person questions.
- Performs circulation duties in children's department and at the main desk as needed to include: loaning and returning materials, placing holds, shelving materials, shelf reading, checking for damaged materials, and issuing library cards as needed.

**Qualifications:**

- Preference given to candidates who hold a master of Library Science (MLS/MLIS) degree or are currently enrolled in a program; or who have a combination of education and relevant library experience.
- Bachelor's degree preferred but not required.
- Must be able to meet and maintain Kentucky Department for Libraries and Archives certification requirements per KRS 171.250-260.
- Working knowledge of public library methods, ethics, and procedures.
- The ability and enthusiasm to create and perform children's programs.

- Valid driver's license with a good driving history and means of transportation to fulfill job responsibilities.
- Requires flexible day, evening, and weekend hours in order to meet service needs.

### **Basic Skills Requirements:**

- Must be an advocate for children's literacy.
- Demonstrated experience with children's programming in library, school, or comparable setting.
- Knowledge and familiarity with computers and new technology, including social media, gaming, and interactive media; plus a willingness to keep abreast of new technology of interest to young adults and an ability to incorporate this knowledge into library services.
- Ability to implement program ideas, which include the use of crafts and decorations, created using limited resources.
- Must possess excellent written and verbal communication skills and an ability to interact in a pleasant and effective manner with a diverse group of patrons and staff.
- Demonstrates the ability to work independently, set priorities, and manage multiple projects.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials is required. The ability to communicate orally and in writing effectively is necessary. Job duties include reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the workday. The ability to do repetitive tasks with speed and accuracy is needed. Employees may need to carry, push, pull, or lift up to 30 pounds while using proper lifting techniques. Pushing and pulling fully loaded (50-100 pounds) book carts will be commonplace. The ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines will be expected.

Wayne County Public Library is an equal opportunity employer.

## Appendix C

### Wayne County Public Library

### Application for Employment

Name \_\_\_\_\_

Date \_\_\_\_\_

Any applicant who provides information that is not requested on this form will be automatically rejected.

Anyone filling out this form may request any accommodation needed to complete this application.

In compliance with Federal and State Equal employment opportunity laws, qualified applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job related medical condition or disability.

## Identification

Name: Last	First	Middle
Street Address		Telephone Number (required)
City	State	Zip
Email Address (required)		

✓ Are you Under 18?    Yes     No

✓ Are you eligible to work in the United States?    Yes     No

## General Information

For what position are you applying? \_\_\_\_\_

Are you interested in full time work? \_\_\_\_\_    Part time work? \_\_\_\_\_  
Summer only? \_\_\_\_\_

Can you work evenings and weekends? \_\_\_\_\_

List professional, business, civic or volunteer activities and offices held: (Omit any group that would indicate race, color, religion, sex, national origin, or age).

Have you been convicted of felony within the last 7 years?

✓ Yes     No

(If you have been convicted it does not automatically mean you will not be hired. What you were convicted of, and how long ago, are important.)

If yes, please state all pertinent information concerning each conviction, including date, place and nature of conviction:

Have you ever been known by any other name(s) that the Wayne County Public Library will need to know to verify any of the information contained in this application?

✓ Yes     No

If yes, give names(s) and identify the related school, employer, etc. \_\_\_\_\_

List any other training, skills, aptitudes and qualifications which you believe are relevant to the type of employment you are seeking at the library:

Does the Wayne County Public Library **now** employ any of your relatives?

✓ Yes  No

If yes, please state:

Names (s) \_\_\_\_\_ Dept. \_\_\_\_\_ Relationship \_\_\_\_\_

### What types of jobs are you interested in?

Professional Librarian     Clerical/Secretarial     Custodial

Page     Technical     Driver

Other, please specify \_\_\_\_\_

### Education

Circle highest grade completed: 9 10 11 12    1 2 3 4    1 2 3 4  
High School    College    Graduate School

List all schools attended: High School, Technical/Vocational, College, Business, Military, etc.  
Use another sheet if necessary

School	Did you Graduate?	Certification or Degree Received	Major/Minor Subjects
Name _____	Yes <input type="checkbox"/>		
Address _____	No <input type="checkbox"/>		

School	Did you Graduate?	Certification or Degree Received	Major/Minor Subjects
Name _____	Yes <input type="checkbox"/>		
Address _____	No <input type="checkbox"/>		

School	Did you Graduate?	Certification or Degree Received	Major/Minor Subjects
Name _____	Yes <input type="checkbox"/>		
Address _____	No <input type="checkbox"/>		

Place of Employment

Position

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Duties

--

Address

Reason for leaving

--

Supervisor's Name

Dates of Employment

From To

--

✓ May we contact this employer? Yes  No

Rate of Pay

--

Place of Employment

Position

--

Duties

--

Address

Reason for leaving

--

Supervisor's Name

Dates of Employment  
From To

--

✓ May we contact this employer? Yes  No

Rate of Pay

--

Place of Employment

Position

--

Duties

--

Address

Reason for leaving

--

Supervisor's Name

Dates of Employment  
From To

--

✓ May we contact this employer? Yes  No

Rate of Pay

--

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**Read carefully before signing**

I certify that the information given by me in this application is true and complete. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse or refusal of employment by the Wayne County Public Library.

I understand and agree that all information furnished in this application may be verified by the Wayne County Public Library. I also understand that any employment is subject to a satisfactory check of references and a Police Department background check. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organization to give the Library all information relative to my employment, work habits, and character and hereby release such individuals, organizations, and the Library from any liability for any claim or damage which may result.

I understand and agree that my employment with the Wayne County Public Library is entered into voluntarily and that I may resign at any time. I understand that my employment is at-will and may be terminated for any reason with or without cause at any time and without prior notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_