



CHILDREN'S SERVICES SPECIALIST

DEPARTMENT: Adult Services

CLASSIFICATION: Non - Exempt

REPORTS TO: Department Head, Children's Services

PAY GRADE: 11

SUPERVISES: 0 Employees

Job Summary

Provide patrons with assistance in accessing a broad range of informational and recreational resources and services. Provide reader's advisory services, reference assistance and bibliographic instruction. Develop and present library programs and training opportunities which fully support the library's mission and meet the needs and interests of its adult patrons.

Essential Duties:

1. Conduct reference interviews with patrons to answer reference and reader's advisory questions and locate materials.
2. Instruct and assist patrons in the use of online and other electronic resources and equipment.
3. Maintain awareness of publishing trends, popular culture, and current events.
4. Create and prepare displays.
5. Plan and implement children's programming as assigned.
6. Help keep the Library Safe, Respectful, and Responsible by enforcing our Patron Behavior Guide

Other Duties:

1. Pursue professional growth and career development through active participation in professional organizations and continuing education.
2. Serve as PIC as assigned.
3. Perform additional duties as assigned

Knowledge, Skills, and Abilities:

1. Knowledge of children's literature.
2. Knowledge of readers' advisory tools and techniques and reference tools in both electronic and print format.
3. Knowledge of reference interview techniques.
4. Knowledge of library computer processes, systems, and a variety of audiovisual equipment.

5. Ability to work and communicate effectively with public and staff.
6. Ability to set priorities, make independent decisions, and exercise discretion with patrons and staff.
7. Ability to follow through tasks to completion.
8. Ability to maintain composure in difficult situations.
9. Ability to use computer keyboard, telephone, and other office equipment.

Minimum Qualifications

Education:

- MLS from an ALA-accredited institution.
- Enrollment in an ALA-accredited library science graduate program may be considered in lieu of the degree requirement.

Experience/Training:

- Two years' experience working with children required.

Other:

- Access to transportation required.
- Evening and weekend work required.

Physical Requirements:

	Constantly (2/3 or more of the time)	Frequently (1/3 - 2/3 of the time)	Occasionally (1/3 of the time or less)
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending/stretching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stooping/kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/carrying/moving (up to 50 pounds)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching overhead (up to 75" high)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading/analyzing/interpreting data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing/working at a computer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving wheeled carts (100lbs)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Our Promise to Patrons

The Addison Public Library is committed to providing excellent service to its community. Staff members are expected to interact with patrons and staff with courtesy and respect.

Equal Employment Opportunity

The Addison Public Library does not discriminate on the basis of race, color, gender, religion, sexual orientation, gender identity, national origin, ancestry, citizenship, age, disability, veteran status, marital status, pregnancy, arrest record, protected order status, genetic information, or other non-job related criteria in any condition, or privilege of employment.

Acknowledgement

I have read and understand the functions and requirements of this position. I understand that the job description is subject to change without prior notification. Employees may be asked to perform other related functions in support of the library's mission or needs.

Employee Signature

Date