

CITY OF SHELTON

LIBRARY

JOB DESCRIPTION

TITLE: CHILDREN'S LIBRARIAN

GENERAL DESCRIPTION:

This is a very responsible administrative and technical library position involving the supervision of the children's library service. Work involves responsibility for supervising children's department staff, coordinating with other library services and directing children's library programs. Duties include selection of books and media of interest to children to be acquired by the library, assisting users in selecting and locating library materials and planning and conducting programs for children, teens and parents to encourage reading and using library materials and facilities. This position also has the responsibility for making professional level technical decisions. This work requires that the employee have considerable knowledge, skill and ability in every phase of the public library field, particularly as it relates to children's library services.

SUPERVISION RECEIVED:

Works under the direction of the Library Director and directly under the Branch Director (branch library).

SUPERVISION EXERCISED:

Directs the work of any staff or volunteers assigned for the children's library service and programs in the Library System.

EXAMPLES OF DUTIES:

Directs and supervises the operations of the children's and teen library services; makes assignments to staff. Reviews, evaluates, selects and catalogs, books and materials of interest to children, teens and parents by:

- Providing reference services to patrons and readers' advisory service.
- Coordinating children's service operations with other library services and functions, developing programs and services to meet specific needs of children, teen and parents. Preparing and presenting library programs and supervising program presentations by subordinate staff.
- Monitoring the condition of the children's service area and the security of the children's, teens and parent collections and areas.
- Meeting with members of the library and others in order to coordinate activities and exchange information.
- Conducting circulation duties, issuing books and cards to patrons, finding reserved books and materials, inspecting books for damage and collecting fines.
- Working with outside agencies, schools and organizations to promote library activities and services for children, teens and parents.

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- Drafting the children's department library budget and accounting for expenditures within fund allocations and performing related work as required.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have considerable knowledge of the principles and practices of public library functions and integrated library systems, have good knowledge of public administration principles and practices as applied to a major library service. Have a thorough knowledge of the needs and abilities of children and the available library materials and services. Must have considerable ability in oral and written communications and be computer literate. Must have considerable ability to administer and develop the activities of a children's library service and supervise the work of others. Must be effective in establishing and maintaining effective working relationships with City Administration, Library Board, superiors, subordinates, associates and other officials of other agencies and the general public.

QUALIFICATIONS:

A master's degree in library science from an accredited college or university plus one-year library administration experience is required or an equivalent combination of education and qualifying experience on a year-for-year basis.

MERIT SYSTEM POSITION:

This is a Merit System position subject to the rules and regulations of the City's Merit System, Ordinance #771 as it may hereafter be amended.

SALARY:

As per the Merit System, the salary for this position is Grade 19.

PROBATIONARY PERIOD:

The successful applicant shall be subject to a six (6) month probationary period.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.

CITY OF SHELTON JOB POSTING 10102018
SHELTON PUBLIC LIBRARY
JOB TITLE: CHILDREN'S LIBRARIAN
YEARLY WAGE: \$43,359 - \$75,538

NATURE OF WORK: This is a very responsible administrative and technical library position involving the supervision of the children's library service. Work involves responsibility for supervising children's department staff, coordinating with other library services and directing children's library programs. Duties include selection of books and media of interest to children to be acquired by the library, assisting users in selecting and locating library materials and planning and conducting programs for children, teens and parents to encourage reading and using library materials and facilities. This position also has the responsibility for making professional level technical decisions. This work requires that the employee have considerable knowledge, skill and ability in every phase of the public library field, particularly as it relates to children's library services.

EDUCATION, EXPERIENCE AND TRAINING: A Master's Degree in library science from an accredited college or university plus one (1) year library administration experience is required or an equivalent combination of education and qualifying experience on a year-for-year basis.

KNOWLEDGE, SKILLS AND ABILITIES: Must have considerable knowledge of the principles and practices of public library functions and integrated library systems, have good knowledge of public administration principles and practices as applied to a major library service. Have a thorough knowledge of the needs and abilities of children and the available library materials and services. Must have considerable ability in oral and written communications and be computer literate. Must have considerable ability to administer the activities of a children's library service and supervise the work of others. Must be effective in establishing and maintaining effective working relationships with superiors, subordinates, associates and other officials of other agencies and the general public.

EXAMPLES OF DUTIES: Supervises the operations of the children's and teen library services; makes assignments to staff. Reviews, evaluates, selects and catalogs, books and materials of interest to children, teens and parents by: Providing reference services to patrons and readers' advisory service; Coordinating children's service operations with other library services and functions, developing programs and services to meet specific needs of children, teen and parents; preparing and presenting library programs and supervising program presentations by subordinate staff; monitoring the condition of the children's service area and the security of the children's, teens and parent collections and areas; Meeting with members of the library and others in order to coordinate activities and exchange information; conducting circulation duties, issuing books and cards to patrons, finding reserved books and materials, inspecting books for damage and collecting fines; working with outside agencies, schools and organizations to promote library activities and services for children, teens and parents; Drafting the children's department library budget and accounting for expenditures within fund allocations; Performing related work as required.

The Children's Librarian Job Description is attached hereto, describing the examples of duties, supervision given and a more detailed job description, which terms and conditions will apply to each candidate.

CITY OF SHELTON JOB POSTING 10102018
SHELTON PUBLIC LIBRARY
JOB TITLE: CHILDREN'S LIBRARIAN
YEARLY WAGE: \$43,359 - \$75,538

HOW TO APPLY: Applicants may complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

MERIT SYSTEM TESTING: Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. The top fifteen (15) candidates who successfully pass a written test will be invited to participate in an oral panel interview. A combined score of the written test and oral interview will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a certified hiring list for at least one (1) year from which the City will hire.

PROBATIONARY PERIOD: The successful candidate shall be considered probationary for six (6) months following the first day of work for the City of Shelton.

STARTING SALARY RANGE: **\$43,359 - \$75,538 per** the City of Shelton Merit System and Personnel Rules by City of Shelton Ordinance #908 adopted by the Board of Aldermen on February 8, 2018.

JOB CLASSIFICATION: This position is subject to the terms and conditions of the City of Shelton Merit System and Personnel Rules as adopted by the City of Shelton Ordinance #908.

APPLICATION CLOSING DATE: Applications will be accepted through **5:30 p.m. Friday, October 26, 2018**, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF