

CITY OF WIXOM
EMPLOYEE POSITION DESCRIPTION

POSITION TITLE: Part-time Children's Librarian

REPORTS TO: Library Director

SUPERVISES: --

SALARY RANGE: \$17-\$21 per hour

QUALIFICATIONS: Master's Degree in Library Science from an ALA accredited school, experience working with children in a public library setting, Librarian certification from the Library of Michigan.

DUTIES AND RESPONSIBILITIES:

- Plans, prepares and presents children's programs that encourage usage of library materials in an effort to create lifelong readers. Assists with the annual summer reading program.
- Maintains segments of the children's collection by selecting and weeding materials, evaluating their appeal and value to the Wixom community.
- Manages the budgets allocated for children's materials and programming as assigned.
- Performs reference and readers' advisory services to all ages in person, by telephone and by e-mail, using materials in a variety of formats.
- Uses computers and the Internet effectively for providing library service.
- Develops a strong marketing presence in the community through outreach initiatives, displays, signage and public relations materials to promote library programs and services. Contributes to social media platforms and the children's eNewsletter.
- Performs library tours, visits classrooms, assembles teacher collections, and partners with schools and other community groups to support education and learning.
- Monitors the behavior of Library users, effectively handling problematic situations.
- Attends staff meetings, conferences and workshops, and reads professional literature to stay current in the field.
- Performs related duties as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. Not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Date Position Created: October 2016