

**POSITION DESCRIPTION****GE-18****Town of Needham****Children's Librarian****10/2016**

Under the general direction of the Children's Supervisor, perform a variety of activities as an information source to the community and plan special programming for children.

***Duties***

Advise and assist patrons, both children and adults, in selecting, locating, and utilizing library resource materials through knowledge of print materials, the computerized catalog, electronic databases, the Internet, and CD-ROM products. Instruct both children and adults in the use of these resources. Provide answers to patron's questions, both ready reference or in greater bibliographic depth, and assist the Children's Supervisor in coordinating efficient and successful research information and reader's advisory services. Perform on-line regional, statewide, and national database searches for patrons requesting specialized books, periodicals, and information. Place inter-library loan requests and participate in maintenance of related network components.

Establish, plan, and execute children's programming that will support the library's Long-Range Plan. Create and disseminate publicity for the programs.

Schedule and/or create exhibits in the Children's Room Display Case. Maintain the displays on the Children's Room Bulletin Board. Create publicity for the displays.

Evaluate assigned sections of the Children's Room Materials Collections.

Provide information to patrons on library policies, activities, facilities, rules, and services.

Actively participate in professional library network committees and activities, including appropriate Minuteman Library Network committees and roundtables. Attend professional meetings, seminars, and continuing educational opportunities.

Assume responsibility for the Children's Room in the absence of the Children's Supervisor.

Perform other duties as required.

***Basic Knowledge***

Position requires a Master's Degree in Library and Information Science.

***Experience***

Position requires 2-3 years experience in professional library children's service, plus children's programming experience.

### ***Independent Action***

Establish own work plan and priorities to assure timely completion of work in conformance with established library policies and practices. Recommend children's materials purchases to the Children's Supervisor.

### ***Supervisory Responsibilities***

Provide guidance to Children's Room staff and volunteers in the absence of the Children's Supervisor.

### ***Physical Elements***

- Frequent standing, walking, bending, reaching
- Substantial lifting of books and related library materials and moving of book carts around the department; some lifting of young children
- Regular use of computer keyboards, requiring eye-hand coordination and finger dexterity
- Work subject to regular interruptions, constant high public traffic volume, noise, odors
- Some travel by personal automobile to neighboring towns
- Evening and weekend work required