

# CHILDREN'S SERVICES SUPERVISOR

<b>Responsible to:</b>	Library Director
<b>Classification:</b>	Librarian II
<b>Qualifications:</b>	<p>Master's degree from ALA accredited library school – Bachelor's degree in elementary education or related field may be substituted for MLS or MLIS</p> <p>One to three years of library experience</p> <p>Knowledge of children's literature</p> <p>Knowledge of computers and applicable technologies</p> <p>Ability to work well with children, staff, and public</p> <p>Leadership ability and sound judgment</p> <p>Must have valid driver's license</p> <p>Ability to work days, evenings and weekends as required</p>
<b>Primary Function</b>	<p>Administers library service to children and adults concerned with children</p> <p>Plans, organizes, and maintains the children's collection</p> <p>Develops and implements a broad spectrum of children's programs</p> <p>Provides reference and reader advisory to children and others</p>
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. Demonstrates knowledge of library policies and procedures</li><li>2. Provides reader guidance and reference service</li><li>3. Plans, publicizes/promotes and implements programming</li><li>4. Maintains children's collection through systematic selection of new and replacement materials and updates and discards out-of-date and inaccurate materials</li><li>5. Demonstrates competency using computers with the public and other library automation systems</li><li>6. Trains and supervises Children's Services Assistant and other staff including page/shelvers and volunteers</li><li>7. Networks with schools and other organizations in the community concerned with children</li><li>8. Continues professional development through attending workshops, in-service programs and meetings as appropriate and maintains professional reading</li></ol>

9. Prepares reports as required
10. Maintains a pleasant, inviting environment, accessible to all
11. Conducts class visits, workshops, in-service training sessions and tours of the library, as well as bibliographic instruction as needed
12. Participates in long and short range planning, implementation and evaluation, cooperating as a team member with other staff to establish goals and objectives
13. Performs reference work as required when Reference Librarian is unavailable
14. Participates as a member of the library management team
15. Supports Behavior Policy (library code of conduct)
16. Assists the Library Director in carrying out the directives of the Board of Trustees
17. Performs other related duties as required

**Physical Demands:** Work requires physical effort in the repetitive handling of materials, boxes, tools or equipment of up to 30 pounds in non-strenuous work positions and/or continual standing or walking.

7/20/2017