

Waco-McLennan County Library

Children's Librarian

MINIMUM SALARY: \$40,436.86

Supervisor: Barbara Frank

Are you creative, energetic, and innovative? Then the Waco-McLennan County Library wants you to join its team. We are searching for someone who is passionate about providing excellent library services to the children and families of Waco and excited about new challenges.

Primary responsibilities include providing prompt and friendly service to the public, specifically in the children's department. Librarians perform a variety of duties including, but not limited to:

- Provides direct assistance to children and families regarding use of library materials, equipment, and services.
- Provides research, reference and readers' advisory assistance to children and families using print, media, and digital resources
- Develops and maintains the children's collections by reviewing, evaluating, selecting, purchasing, and withdrawing materials.
- Design, promote, present, and evaluate a variety of programs for children of all ages, based on their developmental needs and interests and the goals of the library.
- Provide library outreach programs which meet community needs and library goals and objectives.
- Promote children's programs and services to community agencies, advocates, and citizen groups.
- Evaluate the library's services for children and families and make recommendations for improvement and suggestions for new services, policies, and procedures.
- Assist with training and supervising volunteers.
- Provides basic circulation service, as needed
- Substitutes at branches as needed
- Assumes responsibility of the library in the absence of Branch Manager

Specific knowledge and skills required:

- Knowledge of and commitment to excellent customer service principles and practices
- Proficiency with Windows-based PC's, Microsoft Office products, web searching, and email
- Special knowledge of publishing trends, authors, titles, and reading interests of children
- Knowledge of childhood development and learning stages
- Knowledge of recreational and educational needs of children
- In-depth knowledge of library materials, services, and operations
- Knowledge of emerging information and library technologies
- Proficiency with various e-reader devices
- Excellent written and verbal communication skills
- Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines
- Ability to analyze and to creatively solve problems related to the position

- Must be able to pay close attention to details and concentrate on work with frequent interruptions
- Ability to work cooperatively and interact with people in a variety of situations.
- Ability to exercise initiative and independent judgment
- Must like children and be comfortable working with children individually and in groups

Must be able to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, and push book carts up to 300 pounds each when loaded. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. Works in a climate controlled indoor environment. May be exposed to a variety of odors; stale smoke, or chemicals, as well as mold, mildew, and dust.

REQUIRED:

Education: A Master of Library Science (M.L.S.) or Master of Library and Information Science (M.L.I.S.) degree from an American Library Association accredited school is required.

Experience: Public Library experience is required. Experience working with children is required. Supervisory experience is preferred.

TO APPLY:

Applicants must submit a completed City of Waco application in order to be considered for this position. Resumes may be attached to the completed application, but not in lieu of one. Applications are available online at the City's website www.waco-texas.com