

NON EXEMPT

**CITY OF WILLOWS**  
**CHILDREN'S LIBRARIAN PART-TIME**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

The Children's Librarian is responsible for planning and providing library programs and services to children and young adults. This is a part-time position up to 19 hours per week with flexible hours and does not receive benefits or payment in lieu therefor.

**DISTINGUISHING CHARACTERISTICS:**

The **Children's Librarian** serves children and young adults and should possess a desire to work with young people; this person should know and enjoy children's and young adult literature. Incumbents should strive to learn new information technology, teach it to others and have a commitment to helping people learn. This individual cares about making a positive impact on the community's youth and explores ways to build strong parent/child relationships. Must possess creativity, motivation, flexibility, excellent communication skills, imagination and enthusiasm.

**SUPERVISION RECEIVED/EXERCISED:**

Receives supervision and direction from the Library Director.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Programming: Designs, promotes, presents and evaluates a variety of programs, such as storytelling, book talking, book discussion groups, class tours, crafts, and other age-appropriate activities for children and young adults.
- Outreach: Serves as liaison to the schools and performs outreach activities with organizations, agencies, day cares, schools, and home school providers in the community to creatively promote library services and facilitate programming and service delivery.
- Reference: Provides instruction and assistance in the use of the computer catalog, Internet, and other computer resources and assists children and adults in selecting and locating materials in the youth collections.
- Other duties as assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment; incumbents may be required to work extended hours including evenings and weekends.

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**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of training, education, and experience which demonstrates ability to perform the duties of the position. High school diploma or GED, and experience working with children required, with 1 to 2 years post-secondary education preferred.

**License/Certificate:**

Possession of, or ability to obtain, a valid California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

- Knowledge of common computer applications with the ability to use/learn library software programs.

**Ability to:**

- Ability to work well under stress and maintain a welcoming attitude; strong communication and interpersonal skills for providing quality customer service to patrons of all ages.
- Ability to lift, carry & shelve library materials.

**Skill to:**

- Design and provide engaging activities that help young people develop their creativity, interests, and talents

**ACKNOWLEDGMENT:**

I acknowledge that I have read the job description and requirements for the Children's Librarian position and I certify that I have the necessary education, knowledge, experience and physical requirements required to perform the essential functions of this position.

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Applicant Signature

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Date