

NOTICE OF VACANCY
PLEASE POST

TITLE: Children's Librarian

DEPARTMENT: Salem Public Library

POSITION STATUS: Full-time 35 hours per week position, with benefits; includes every third Saturday, one night shift (1:00PM-9:00PM) and some Sunday shifts (1:00PM-5:00PM).

REPORTS TO: Assistant Library Director

SUPERVISION EXERCISED: Provides training and assigns and oversees work of all full-time and part-time adult staff members as well as high school and college pages working in the Children's Department

SALARY: \$46,300.00 or higher, depending upon education and experience

DUTIES:

Plans, executes and coordinates children's programs including story hours, craft programs, book groups, group tours, author visits and family entertainment.

Maintains close working relationships with organized children's groups and schools in the community to promote library services and stimulate an interest in reading. Coordinates and participates in visits to local schools.

Serves as primary children's services reference librarian; also provides assistance to the public with readers' advisory services and instruction in the use of the catalog and other information resources, both print and online.

Contributes to the development and updating of the library website and other online tools in support of the Children's Department.

Selects library materials for children based on knowledge of community needs.

Responsible for hiring and scheduling Children's Room pages

Keeps abreast of current trends in children's literature.

Supervises the selection of young adult materials and provides guidance for young adult programming.

Weeds collection as necessary.

Performs other duties as assigned.

QUALIFICATIONS:

Master of Library and Information Science degree or current MLIS candidate.

Thorough knowledge of library principles, procedures, methods and tools.

The ability to lead the Children's Department as it evolves in an increasingly digital world.

Thorough knowledge of children's interests and reading levels and of books and authors.

Ability to plan, carry out and evaluate a complete program of library services and activities, as well as a commitment to phase out obsolete services or materials in light of community needs and professional developments.

Ability to analyze professional and administrative problems and suggest practical solutions

Excellent skills in staff supervision, planning, interpersonal relations, written, oral and digital communication.

A strong public service commitment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to talk or hear.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand. The employee must occasionally lift and/or move up to 10 lbs.

Vision abilities required by this job include close and distant vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Send cover letter and resume no later than 9:00PM, July 30, 2015 to:

Tara Mansfield, Assistant Director, Salem Public Library
370 Essex Street
Salem, MA 01970
mansfield@noblenet.org

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