



DEPARTMENT: KidSpace

JOB LEVEL: Librarian 1

STATUS: Exempt

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Director of KidSpace

OVERVIEW:

Under the direction of the Director of KidSpace, this position is responsible for fostering and promoting services for families within the library locations. Provides in-depth and high level guidance and knowledge of trends in family services and performs a broad range of tasks including programming and answering reference and information requests.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in the design, implementation and evaluation of new services and programs for families that support the library's strategic plan, department objectives, and community demands throughout the district
- Collaborates with the Coordinator of Early Literacy Services, Coordinator of Grade School Services, and the Coordinator of Hispanic Family Services to create a vision for family services throughout the district
- Facilitates family programming and services between the Main Library, branches, and Community Engagement Department
- Administrates the Battle of the Books program in conjunction with the Coordinator of Grade School Services
- Plans and conducts family program series, Pop-up programs, and large events
- Researches and hires outside presenters, authors and other performers for KidSpace programs including organizing room and equipment details
- Serves as program host for KidSpace programs, as needed, including drafting and delivering welcome/introduction script
- Assists customers with reference, reading and information requests at the public service desks
- Plans, schedules and conducts class visits and library tours
- Follows technology trends and remains up-to-date with technological innovations.
- Manages and completes long and short-term projects as assigned
- Participates as a productive member at work and at activities of other professional organizations
- Maintains awareness of current library materials, societal fads, trends, and news, making appropriate referrals to best serve the library's diverse constituencies
- Serves as department or library Person-in-Charge (PIC), as assigned, and carries out PIC duties and responsibilities as defined in the library policy manuals
- Takes action and knows the procedures to deal with potentially disruptive situations or difficult customers



- Explains library policies and procedures to the public and staff
- Serves on interdepartmental committees as needed
- Participates in long-range planning activities for the department
- Prepares reports and other documentation as required
- May assist with displays and exhibits
- Participates in development of positive public relations with the community, other departments and within the department
- Participates in continuing education activities including reading professional literature and attending professional workshops, webinars, and meetings as assigned
- Other library-related work as assigned *

DECISION MAKING:

- Makes necessary decisions for the effective development of programs and services for families
- Implements appropriate reference and information strategies
- Makes necessary decisions as library Person-in-Charge (PIC) during the absence of other senior management or when assigned
- Delegates customer questions to other team members as appropriate

REQUIRED EDUCATION/EXPERIENCE:

- MLIS from and ALA-accredited school
- Public library experience desirable

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of trends and needs of family engagement
- Must be comfortable with public interactions and have ease of manner with children of all ages and their families
- Pleasant and courteous manner in dealing with staff and public and respect confidentiality
- Ability to tactfully and effectively resolve complaints
- Ability to learn and teach new and emerging technology to children and their families.
- Demonstrated ability to facilitate activities with large groups of people
- Ability to coordinate large-scale library events
- Skilled at applying current technology in a work context
- Effective written and verbal communication skills
- Knowledge and experience with Microsoft Office
- Ability to use e-mail, Internet, blogs, computers and tablets
- Ability to read and interpret information from databases, websites and internet search results
- Ability to organize, prioritize and manage time efficiently and effectively
- Ability to think “outside the box” and be a creative problem-solver
- Ability to take direction from and work with various levels of staff within the library
- Must be flexible and able to adapt to library changes
- Working knowledge of services and practices of library systems



TOOLS/EQUIPMENT USED FOR THE POSITION:

Computer with mouse and printer, copy machine, book carts, calculator, die-cut machine, fax machine, LCD projectors, printers, public address systems, public access catalog terminal, telephone, barcode scanner, DVD players, iPod and CD players, Apple TV, tablet PCs, laminator, portable radios, and camera, Lulzbot 3D printer, and educational technologies (i.e., Ozobots, etc).

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- Must be able to hear, comprehend and respond to customer both in person and in telephone conversations
- Must have the visual ability to see computer screen, read call numbers and bar codes on books
- Must be able to manipulate computer keyboards
- Must possess the agility and be able to maintain the moderate activity level involved in children's programming
- Must be able to lift and carry items weighing up to 40 pounds
- Must be able to reach a height of greater than 60 inches
- Must be able to speak distinctly to large groups
- Must be able to drive a car and hold a valid driver's license
- Must be able to walk distances of more than 100 feet within the building
- Must be able to push a cart of books weighing greater than 100 pounds
- Must be able to sit or stand for extended periods during work period
- Must be able to bend and stoop to reach lower shelves
- Must be able to work scheduled hours, which may include days, evenings and weekends, and meet general attendance requirements

*The scope of the job may change as necessitated by the library's operational demands