Children’s Librarian Position Description
Salado Public Library
September 21, 2022

General Statement of Position
The Children’s Librarian is the contact and coordinator for children, parents, and teachers in the library and is responsible for planning and presenting relevant, innovative, and creative programs for children and their families. Included in the position are the responsibilities for selecting children’s books and other materials and promoting children’s services and events in the community. Further, the Children’s Librarian manages the Family Place Grant Program, develops partnerships with organizations and local businesses, and provides services directly to patrons of all ages.

Requirements for the Position
Requirements include a Master’s degree in Library Science from an accredited university and experience working with children in a library setting.

Supervisions Received
Works under the general supervision of the Library Director.

Knowledge, Skills, and Abilities

- Effectively uses computers, databases, and other technology as required
- Operates standard office equipment
- Possesses effective communication and public relations skills
- Exercises independent judgment, reliability, and confidential integrity
- Handles a frequently fast-paced environment with numerous interruptions
- Works effectively with others, promotes teamwork, shares information with colleagues
- Demonstrates initiative and focuses on details
- Understands children and family dynamics and works well with people of all ages

Essential Duties and Responsibilities

- Develops and presents various children’s events, including, but not limited to baby/toddler and preschool story times, the Family Place program, programs for elementary school children and their families and the youth portion of the annual Summer Reading Program.
- Publicizes programs through social media, website, flyers, etc.
- Evaluates and develops the children’s collection based on current trends in children’s literature, community needs and relevance of materials.
• Maintains an up-to-date children’s collection. Selects, purchases and processes new children’s materials.
• Regularly withdraws worn, damaged, irrelevant materials based on library policy.
• Ensure a welcoming environment in the Children’s area by creating and maintaining orderly and appropriate displays and decorations.
• Provides outstanding customer service to all library patrons.
• Promotes the use of the library by children and their families. Represents Salado Public Library at community events.
• Seeks out and assists in writing grants to enhance library services.
• Consults with appropriate individuals concerning facilities expansions for children.
• Other assignments as directed.

**General Librarian Duties**

• Participates in day-to-day library operations including opening and closing routines, mail collection, etc.
• Provides reader’s advisory services to all patrons.
• Resolves patron problems according to library policy.
• Shelves materials.
• Maintains the order of the collection.
• Provides front desk coverage as needed.