

JOB DESCRIPTION

Job Title: Children and Family Services Librarian

FLSA Status: Exempt

**Salary Grade
and Salary
Range:**

Grade 106 - \$66,433 - \$79,720

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Job Overview

The Children and Family Services Librarian plans, conducts, and evaluates high quality youth and family-friendly programming and library services on behalf of the Clearview Library District. This position works closely with elementary schools in the Weld RE-4 School District and other community organizations, ensuring access to library collections, services, resources, and programs. Incumbents will be required to work some evenings and weekends. Ability to drive oneself between branches and to community locations.

Applications accepted until filled, with an anticipated start date of January 5, 2026.

Essential Functions

1. Programming

- Responsible for planning, conducting, and evaluating a regular schedule of programs and events for children ages 6-12 and their families at two library locations and in the community.
- Creates and collaborates on high quality promotional material for programs and services.
- Compiles essential statistics regarding program participation and attendance and makes program suggestions based on statistical data.
- Participates in strategic planning for children and family programming.
- Provides passive programming within the library that promotes excitement for literacy and learning.
- Oversees and facilitates the Clearview Library District's Battle of the Books program, including coordination with school district staff.
- Provides support and oversight to paraprofessional library assistants who conduct children's programs.
- Assists in planning multiple aspects of the Summer Adventure Program for the District.

40%

2. Collection Development

- Develops, evaluates, and maintains a diverse and relevant collection for children in accordance with the District's Collection Development Policy. Oversight includes deselection and maintenance of the collection.
- Works with the Youth Services Supervising Librarian, Head of Public Services, and Communications Team to market the collection to the community.
- Maintains a balanced collection between library locations.

30%

3. Partnerships and Relationship Building

- Works in collaboration with the Youth Services Supervising Librarian to identify and develop community partnerships.
- Builds and maintains relationships with homeschool families, schools, and other agencies serving children and families.
- Makes regular contact and visits with the local school district to disseminate relevant library information.

10%

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4. Services - Plans, purchases, manages and promotes spaces within two libraries for ages 6-12. - Provides readers' advisory services for children and families, and supports staff with training materials to provide reader's advisory services. - Assists children with the use of the library and its resources. Assists parents and other adults in the selection of children's material. - Attends and participates in youth services meetings and library committees, and contributes to cooperative efforts to support system-wide children's services, functions, and programs. - Contributes to the development and evaluation of library-wide policies, offering insights and recommendations.	20%
5. Other duties as assigned	
Please note that the Clearview Library District is currently undergoing an organizational study. As this process moves forward, job duties for this role may be refined or adjusted in 2026.	
	Total 100%

Autonomy

This position is a member of the Public Services Department and reports directly to the Youth Services Supervising Librarian.

Education and Experience Required

- Requires a Master's Degree in the area of Library Science or Education.
- Two years of experience in a public library setting working with children and collections required, five years preferred.

Knowledge, Skills, and Abilities

- Stays current on emerging library trends.
- Maintains memberships in professional organizations. Reads professional journals, attends webinars, library conferences, meetings, workshops, and training.
- Proven ability to develop and conduct successful library programs inside and outside of the library.
- Willingness to establish relationships with a desire to meet and serve the public.
- Excellent organization skills with a high degree of attention to detail.
- Demonstrated ability to think analytically, exercise initiative, and act in the best interest of the library.
- Effective in leading and working with a wide range of constituencies.
- Must be a team player.
- Ability to speak publicly and effectively present in a variety of settings.
- Participates in strategic planning for the library district.

Work Environment

Position requires being up and moving around the Library and at times stationary at work station. The job requires stooping, bending, squatting, stretching. Occasional lifting, such as three or four reams of paper, four or five books, or other materials (up to 25 pounds) may be required. Ability to lift and move materials (occasionally in excess of 25 pounds) in and out of vehicles to transport them between locations. Required to use motor coordination with finger dexterity (with keyboard, shelving), eye-hand coordination, data entry and computer use for accessing information. Should be conscious of appropriate ergonomics and work station setup. Professional and service-oriented work environment, open to the public throughout the week including nights and weekends. The environment is welcoming, inspiring, creative, and team-oriented.

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all responsibilities and qualifications required of the job.