



JOB DESCRIPTION

Job Title: Children Services Librarian II

FLSA Status: Exempt

Salary Grade: 7 - \$60,725 - \$85,103

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Job Overview

The Children Services Librarian II works closely with the Public Services Manager to set the strategic direction for the youth services department. The individual in this role plans, implements, communicates, and evaluates a variety of interesting, high quality programs and services. Oversees the staff that build collections of books, media, and e-materials for patrons of the Library. The incumbent supervises employees including the Librarian 1's in their department, as well as the Children Services Supervisor, and may be responsible for supervision of the Library as a whole on a rotating basis.

Essential Functions

<p>1. Supervision. Performs all supervisory duties including day-to-day supervision of Librarian 1's and the Children's Services Supervisor. Assists in interviewing, hiring, training, delegating tasks, and is responsible for the evaluation of staff performance. Communicates policies and procedures and helps make decisions to establish, monitor, and enforce practices and procedures. Contributes to the professional development of staff by giving routine feedback, mentoring, and providing educational opportunities via webinars and conference attendance. Holds regular department staff meetings.</p>	30%
<p>2. Partner Engagement. Fosters existing partnerships with Weld RE-4 School District and other such entities serving youth in the library district through consistent communication, regular evaluation of current programming and services, and identification and implementation of new programs and services. Collaborates closely with Mobile Services Supervisor to schedule programs, events, and services with youth services partners.</p>	30%
<p>3. Programming. Enable Librarian 1's to plan and conduct customer centered programming. Ensure all programming is appropriately planned, communicated, and carried out. Evaluate programs on a regular basis to ensure they meet the needs of the community and fit the strategic direction of the Library.</p>	20%
<p>4. Collections. Oversees and guides the librarians that develop library collections for patrons including books, media, and electronic material that meets the needs of the community. Evaluate and maintain the collection including de-selection of materials. Oversee the evaluation of databases and electronic materials to ensure they meet the needs of the community. Make recommendations for new resources that will enhance the user experience.</p>	20%
<p>5. Other duties as assigned.</p>	
<p><i>Incumbents may be required to work nights and/or weekends and travel to external events.</i></p>	Total 100%

Autonomy

Defines guidelines and results to be achieved within their assigned department. Determines how to accomplish tasks and provides direct supervision to others.

Supervisory Responsibility

Full supervision of non-supervisory employees including hiring and firing recommendations and performance management responsibilities.

Education and Experience Required

Requires a Master's Degree in Library Science and 3 or more years of experience in a public library setting working with library patrons and collections.

Knowledge, Skills, and Abilities

- Maintains current knowledge of library trends, materials, practices, techniques and technology; exhibits a willingness to learn other applications as needed
- Thorough knowledge of the assigned department of public library systems
- Well versed in software products to compile and analyze data, write reports, correspond with customers and others, document incidents and performance, etc.
- Excellent organizational skills with a high degree of attention to detail
- Proficient oral and written communication and social skills

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. 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.

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.

Updated 4/5/2022