

Town of Avon

Title: Library Specialist

Department: Library

Position Definition: Performs responsible and varied library services in the Children's & Teen Services Department, including assisting children and students in the use of library materials, equipment and resources, and conducting programs for pre-school, elementary and middle school students and young adults.

Supervision Received: Works under the general supervision of the Children's & Teen Services Manager, who assigns areas of responsibilities, outlines policy and procedures, provides guidance as necessary, and evaluates work in terms of accuracy and effectiveness. Works with a great deal of independence in Children's Services.

Supervision Exercised: Provides task supervision to Library Pages and volunteers as assigned.

Examples of Essential Job Duties:

Assists in the planning, development and implementation of library programs and services for children and young adults, including story hours, library tours, and related events to encourage reading, viewing and listening skills. Provides reference and readers advisory services to children, teens and adults.

Assists children and students in the use of the library's catalogue and reference materials, answers reference questions; locates information or guides children to source materials. Assists children and students in use of computer system to locate books and materials, to access Internet and on-line reference sources.

Refers children and students to Children's & Teen Services Manager as necessary.

Plans, prepares and presents pre-school and early grade story-time and literature related programs. Uses literature, music, dance, and puppets, etc. to enhance presentations. May develop scripts, posters, and audio-visual materials for programs. May involve audience, including adults, in activities. Visits schools, childcare centers, and community locations to present programs.

Participates in the developing Children's Services collection of books, periodicals, and audio-visual equipment and materials. Evaluates library materials for children based on knowledge of community needs, review of professional journals and children's literature, and library policy. Recommends selections to the Children's Librarian. Performs collection maintenance tasks, including shelf reading, weeding of damaged or obsolete materials, and noting gaps in subject areas, etc.

Answers telephone calls and provides information to children. Reserves books and loan materials. Maintains Children's reference desk area in neat and functional condition. Provides backup assistance in other library areas as necessary.

Examples of Incidental Job Duties:

Organizes programs and activities with school librarians, teachers, parents' groups, and community organizations. Arranges programs using volunteers, artists, and others.

Attends professional library conferences to remain abreast of changes in library matters. Performs other duties as required.

Maintains appearance of Children's & Teen section. Prepares displays and exhibits.

Knowledge, Skills, and Abilities: Must have a working knowledge of children's, juvenile and young adult literature. A working knowledge of library principles and practices is required. Must be able to apply the principles of library science to resolve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists. Must be able to carry out instructions furnished in written, oral, and diagrammatic and schedules form. Ability to acquire a working knowledge of, and to work with, computer applications and technical equipment applicable to library operations is required. Must be able to add, subtract, multiply and divide all units of measure, and compute ratios, rates and percentages. Must be able to relate to children and the ability to establish and maintain effective working relationships with library staff and adult patrons is essential.

Physical, Mental Exertion/Environmental Conditions: Performs duties in an office environment. Routinely and intermittently exposed to computer screen, and must take periodic breaks from screen. May be required to lift and move light to medium weights, for example, books, office supplies, etc. Uses repetitive motions in operating office equipment, including keyboards, calculators, and copiers. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms. Must be able to sit at a desk for extended periods of time. There is some stress in interacting with public. May be required to occasionally drive to off-site locations as required.

Minimum qualifications required: The skills and knowledge required would generally be acquired with an Associate's Degree in Library Science, and three (3) years of experience in an educational institution or library; or any equivalent combination of experience and training. Prior experience in working in childcare, child development, pre-school or elementary education is desirable.

License or Certificate: A valid Driver's License.

Note: The above tasks and responsibilities are illustrative only. It is not meant to include every task or responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.