

ST. TAMMANY PARISH LIBRARY

Full Time Position

Job Title: Librarian I – Children’s Services Librarian
Range: 43
Salary Range: \$19.23 to \$ 25.09 (Step 1 to Step 10)
Immediate Supervisor: Branch Manager, Department Head
FLSA Status: Exempt
April 2015

Description

- Plans and conducts programming for youth ages 0 to 11 at branch.
- Works with other children's and teen services staff to develop programs and booklists.
- Creates an environment in the children's area, which provides for enjoyable and convenient use of library resources.
- Serves as specialist in children's literature and reference.
- Provides outreach services to area daycares, preschools, schools, after school programs, camps and other community groups.
- Serves as a supervisor in the absence of other designated personnel.
- Serves as emergency manager in any part of the system if needed.
- Trains library patrons in developing basic library skills.
- Trains other professional librarians, paraprofessionals and support staff in library procedures.
- Answers reference questions.
- Performs all library branch activity.
- Works nights and weekends.
- Performs other duties and assignments as designated by Management

Knowledge, Skills, and Ability

- Must have knowledge of library materials including books, magazines, reference sources, audio/visual, online sources, and adult materials appropriate for children.
- Must also understand the literature needs of children at all developmental stages.
- Must have the ability to plan and conduct programs for children of all ages, based on their developmental needs and interests and the goals of the library.
- Must possess excellent communication skills including oral and written as well as ability to communicate with and identify the library needs of children.
- Must have high level of computer skills in particular with the library's integrated automation system.
- Must be able to conduct him/herself in a courteous manner towards patron and staff.
- Must be able to lift 25 pounds.
- Must be able to stand for long periods of time and be able to bend and shelve books.
- Must have management skills.
- Must be able to use independent judgement when possible to avoid bad customer relations.
- Must have an excellent knowledge of library rules, regulations and practices.
- Must be capable of working in many different library environments.
- Must have a professional demeanor.

Working Conditions

Work is performed primarily in a library environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. Physical exertion may be required to replace or retrieve materials from shelves, high and low. Sufficient vision or other powers of observation are essential to permit the employee to read and sort library materials and observe and review the work of others.

Physical Requirements

- Must have the ability to lift at least 25 pounds, push, bend, and reach as needed

Education, Training, Experience

Master's degree in library science issued by an ALA-accredited library school

Must have a valid Louisiana driver's license