



## Job Description

### Children Services Librarian

Pay Grade: G07

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Minimum two (2) years of related experience. Additional experience, in addition to evidence of pursuit of stated degree, may be substituted for education.

**Minimum Education Requirements:** Bachelor's Degree in Library Science, Early Childhood Education, or a related field.

**Department:** Recreation.

**Direct Supervisor:** Library Manager.

**Supervisory Responsibility:** Direct (1); Indirect (x)

**Primary Work Location:** Works inside in an office setting.

**Certification:** Valid State of Florida driver's license.

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**Job Summary:** Performs professional library work in planning, organizing, and directing library services for children.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Develop and implement programs for pre-school and school-aged children including story times, summer reading club, and various in-house and outreach programs.
- Train and supervise staff and volunteers.
- Provide research assistance and curriculum support to local elementary, middle, and pre-school groups.
- Collaborate with the local schools on what support and materials are needed in the library in order to provide service that supplement the school's limited library hours.
- Attend open houses at local schools to educate parents about the resources offered at the library.
- Provide reference and reader's advisory for children and parents.
- Select and catalog materials for the children's collection.
- Plan and maintain displays in the children's section.
- Prepare budget for Children's department.
- Research, write, and administer grants; maintain statistics for reports.
- Develop promotional materials, using posters, flyers, email lists, and websites.
- Assist with events including marketing, purchasing, preparation, and execution.
- Build partnerships with outside community organizations to provide enhanced services, materials, and resources.
- Work the front desk as needed.
- Perform other job duties as assigned.



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#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- Modern office methods, practices, and equipment.
- Principles and methods of professional library service.
- Library organization and operations.
- Library automation procedures and practices.
- City's functions, policies, and procedures.

##### **Skills**

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

##### **Abilities**

- Work cooperatively with other staff and members of the community.
- Relate and interact with children.
- Plan, organize, and present programs for families providing for enhanced education, community awareness, a love of reading, and enjoyment.

#### **Physical Demands**

The work is light work which requires exerting up 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.



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- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date