

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Librarian/Children's Section Lead**

Dept.: **Public Service**

Job Code Number: **10202**

Reports to: **Managing Librarian III**

Grade Number: **18, Represented**

Effective Date: **July 2001**

FLSA Status: **Exempt**

General Position Summary:

Supervise and coordinate the activities of a Resource or Regional Library Children's section and provide professional library services to assure effective children's library services. Supervises Children's Librarians assigned to the branch and may supervise Pages assigned to the Children's section. Manages the collection development and programming budgets allocated to the section, supervises and coordinates the work of Children's Librarians assigned to the library. Plans, coordinates and performs children's programming and outreach activities to assure the most efficient use of staff resources; monitor performance to assure that activities meet department and KCLS standards and objectives. Plays a lead role in advocating children's services and actively provides liaison with schools and other agencies and organizations relating to children's services.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Plan, coordinate and supervise the activities of the Children's section. Schedules staff, establish goals and oversee and coordinate all Children's programming and community outreach activities.
2. Participate in selection, schedule and supervise the work of Children's Librarians: recruit, train and supervise Pages assigned to the sections as authorized. Assure compliance with KCLS policies and procedures
3. Manage programming and collection development budgets allocated to the section including funding provided by the Friends of the Library organization.
4. Assist patrons in the use of library collections through reference interviews, reference and literature search and instruction in the use of computer software to locate requested material. Maintain current knowledge of materials, resources and services throughout the KCLS and refer patrons as required.
5. Select children's materials from selection lists. Maintain collection through periodic review and discard of worn or non-circulating materials.
6. Develop, schedule and present, and facilitate children's programs.

7. Perform outreach activities with local schools, caregivers, parent groups and other organizations associated with children's services. Promote library services, conduct tours, present book talks and stories, prepare book lists and provide other services as community needs dictate.
8. Perform administrative record keeping and reporting as assigned.

Secondary Duties:

1. Assist in the preparation of the annual budget request.
2. Perform related duties as assigned.

Communication:

Contacts are normally made with KCLS employees and customers, patrons, etc. Contacts are regularly made at the supervisor's request, on the incumbent's own initiative or are initiated by a third party. The position has a requirement to interact with customers frequently and communications occasionally contain discussion about confidential/sensitive matters.

Initiative:

The position operates from established and well-known procedures (on a general basis) and is responsible for problem solving at the facility level. The position may develop new library programs or concepts and the job involves a moderate degree of complexity. The incumbent operates independently with minimal supervision and recurring work situations are encountered with occasional variations from the norm. Decisions are made within specific organizational policy constraints/guidelines.

Accountability:

The position encounters frequent interruptions and maximum flexibility is required. The incumbent considers own work and work of others when formulating plans and must be able to forecast for near future. Operational planning is required at the department level. The position makes decisions that have impact across a limited number of work units and the incumbent's work is seldom monitored or checked by the supervisor. An error or delay in the incumbent's work could result in workflow disruptions and dissatisfied patrons. Resources under the immediate control of the position include the children's book and craft budgets, supplies for the children's area and the Children's Department budget. Records maintained by the position include statistical records on applicable library programs including the Summer Reading Program and Ready-Set-Read.

Leadership:

The position is responsible for mentoring as a unit lead. The position is responsible for role modeling and promoting organizational values within the work unit or department and as a representative of the organization in the community.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Master's of Library Science Degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Two to four years experience as a librarian; some supervisory experience preferred.
- Classroom and on-the-job training applicable to Children's library services and KCLS policies, procedures and systems.

Necessary Knowledge, Ability and Skills:

- Considerable knowledge of reference sources, authors, literature, publishers and online resources.
- Thorough knowledge of children's needs and interests in reading for information, recreation and education.
- Thorough knowledge of KCLS staff, policies, procedures and systems related to the children's area as well as those at the assigned branch.
- Considerable knowledge of computer hardware and software as well as the Internet in support of children's library functions.
- Knowledge and support of the principles of intellectual freedom.

Ability to:

- Effectively listen to other employees and patrons as part of understanding their needs and concerns.
- Relate to the unique needs of children both individually and in groups.
- Use diplomacy and tact to establish and maintain relationships with employees, patrons and subordinates.
- Clearly and succinctly communicate ideas and thoughts both verbally and in writing.
- Read, speak, write and understand the English language.
- Develop and maintain positive relationships with staff and patrons.
- Manage several projects at once and adapt to changing needs.
- Communicate effectively with a diverse population.

Skill in:

- Operating effectively as a member of a team in performing daily duties, developing programs and dealing with problem situations.
- Using discretion in contact with public/patrons and employees in the assigned branch library.
- Making presentations particularly those relating to children.
- Maintaining a calm demeanor under circumstances that may be unsettling.
- The use of computer hardware and software and the Internet.
- Developing and training assigned staff.

SPECIAL REQUIREMENTS

Valid Washington driver's license.
Certificate of Librarianship.

PHYSICAL DEMANDS

The position requires continuous standing, keyboarding, talking, reaching, bending, hearing, stooping, kneeling or crawling, and the repetitive motions of hands/wrists. Close, distance and peripheral vision are required as is depth perception and the ability to adjust focus. Lifting, pulling and carrying up to 50 pounds and pushing carts weighing up to 100 pounds are required by the position.

WORK ENVIRONMENT

Work is performed in a library environment. Working evenings and weekends, heavy lifting, constant standing, extensive close work (eyestrain) and extensive PC monitor work are required. There may be some exposure to angry or hostile individuals.

Advancement Possibilities:
Managing Librarian Series
Youth Services Coordinator

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Final: 7/31/01