



Early Literacy Librarian

Librarian I/II

Job description:

Under the direction of the Head of Early Childhood Literacy, the Librarian in this position is responsible for assisting in the planning, development, and implementation of system-wide early literacy programs, services, resources, and special events in alignment with goals and objectives of the Library's Strategic Plan.

Illustrative tasks:

- Aides in the development, coordination and execution of system-wide early learning opportunities and experiences that prepare children to become ready to learn to read
- Creates and implements early learning programs and services at library locations based on needs and Strategic Plan
- Provides tangible support for high-quality storytimes that incorporate early literacy practices at library locations
- Takes a collaborative role in curating a collection of early learning resources that supports the efforts of parents, caregivers, and early childhood educators in raising readers
- Develops effective distribution of giveaway books that support early literacy skills and practices for children, parents, and early childhood educators
- Provides input on the selection of books, materials and equipment needed for early literacy programs at library locations and outreach
- Promotes use of excellent books for children from birth – 5 years old through age-appropriate online and print bibliographies
- Collects, maintains, and reports early literacy program statistics and assists with year-end reports
- May schedule and provide community outreach where early literacy skills can be imparted to children, parents, and early childhood educators
- May deliver high-quality early literacy programs, services and resources to Head Starts, preschools, and local schools

- May conduct off-site library card registration and provide library materials to designated facilities and locations
- Stays informed about NOPL services and activities
- Stays involved at local and national levels with professional library associations in order to stay abreast of trends related to early literacy and early learning
- All other duties as assigned

Minimum Qualifications:

- Masters of Library Science Degree from an American Library Association accredited school.
- Experience with diverse communities, stakeholders and community organizers.
- Previous public library and customer service experience.
- Experience with Early Literacy programming and outreach.
- Experience presenting to an audience.
- Must have an interest in and ability to travel to state, regional and national gatherings of early childhood education professions to gain continuing insights into this field.
- Must hold a valid Louisiana Driver's License.
- Must be able to work nights and weekends.

Preferred Qualifications:

- Experience with staff development and training.

Knowledge, Skills & Abilities:

- Ability to get along with customers and colleagues;
- Self-motivated worker with outstanding human relations, communication skills, and a positive attitude towards public service work;
- Ability to set priorities and manage multiple priorities as well as schedule own time and that of others;
- Advanced knowledge of Polaris and Library databases upon training;
- General knowledge of technology trends including mobile devices and social media;
- Ability to plan, initiate, develop, and evaluate special library programs and services;

- Ability to assess, organize, and resolve issues and to explain complex procedures to staff with patience, thoroughness, and reinforcement;
- Ability to resolve public concerns and difficulties using tact, courtesy, and good judgment;
- Ability to communicate effectively and professionally with staff and public;
- Ability to work independently in the absence of supervision;
- Knowledge of computer applications including Microsoft Office.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, sit, and talk or hear. The employee is required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Packing and loading of materials and books will be required.
- Tasks involve lifting and/or moving 15-44 pounds on a regular basis and driving between library sites and outreach locations.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and visual acuity to read computer screen and perform various detailed work.

Kind of Examination:

Candidate must qualify for the City of New Orleans Librarian I or II register

Direct reports:

Not applicable at this time.