

CHILDREN'S LIBRARIAN

Job Function:

Under the direction of a Library Branch Manager or Librarian III, the Librarian in this position is responsible for the development, planning, and implementation of program, services, and resources for children (birth – 12 years old), parents and caregivers.

Job Duties and Responsibilities:

- Provide high-quality learning opportunities and experiences at library location(s) that prepare children to become ready to read and be lifelong learners, as well as support the efforts of parents, caregivers, and educators in raising readers
- Create and provide programming, services, and resources for early learners and school-aged children at library location(s) based on needs and Strategic Plan, including storytime, afterschool programs, field trips, and displays
- Deliver high-quality early literacy programs, services, and resources to early learning centers, preschools, and in the community including conducting library card registration drives and providing library materials
- Connect with elementary schools and youth focused organizations in service area(s) to reach school-aged children and other youth that might not have access to library services, which can include offering information literacy and other library-centric programming
- May schedule and provide community outreach where early literacy skills can be imparted to children, parents, and early childhood educators
- Promote library use, materials, programs, and services to children and families at library locations and in the community
- Aid in children's literature collection development and maintenance at library location(s), including selecting and weeding materials
- Create readers' advisory materials and offer support to early learners, school-aged youth, parents, caregivers and educators in finding resources and information
- Collects and reports early literacy and youth programming statistics
- Collaborate with other Librarians regularly
- Assist library customers of all ages at library services points with information needs and tech assistance
- Stay informed about NOPL services and activities
- Stay involved at local and national levels with professional library associations in order to stay abreast of trends related to children and libraries, including early literacy, early learning, and programs and information literacy for school-aged children
- May occasionally serve as acting supervisor of assigned location when supervisor is unavailable
- All other duties as assigned