

Montgomery County-Norristown Public Library Position Description

Position Title:	Head, Children's Department
Job Classification & Department:	Librarian II - Children's Department
Supervisor:	Executive Director
Number of Employees directly supervised:	Seven
Fair Labor Standards Act status:	Exempt

Statement of Responsibilities

This full-time position includes supervision of all full and part time staff in the department, as well as any volunteers; supervision and presentation of programming for children ages 0-12; collection development (both ordering and weeding); establishing partnerships with Bookmobile outreach, local schools and community organizations; public service in reference and reader advisory work; publicity of the department's services and collections.

Organizational Relationships

Attend monthly meetings of district librarians and children's librarians; mentor new people in children's services in district libraries; serve on MCLINC Circulation Users Committee; establish relationships with schools and community organizations; attend regional and state workshops and meetings; serve on committees within library as requested.

General Responsibilities and Examples of Work

Staff supervision and training:

Supervise 4 fulltime employees, 2 part time employees, and department volunteers. Plan and supervise the library's story times and programs for babies, toddlers, and preschool children. Train and mentor other children's room staff involved in program planning and presentation. Hold monthly staff meeting in the department.

Public Service responsibilities:

Programming:

Coordinate and present year-long story times for infants, toddlers and preschoolers; presents programming for school age children, including weekend and summer activities, book talks and field trips for school groups; coordinate and present Summer Reading Program and **Science In the Summer Program**.

Outreach:

Coordinate Preschool Outreach Services of the department; represent library at area fairs and community days; establish partnerships with schools throughout our service area and community organizations in the Norristown area; assist the Head of Outreach Services Department in Books-Go-Round service; arrange department attendance at township and municipal fairs; assist with Sneak Previews.

Communication:

Oversee publicity efforts for the department, update children's page of the website and social media; serves on social media committee.

Collection Development:

Ordering

Materials selection and overseeing materials selection activities of the department; order and maintain broad scope of materials for district use: books, reference, professional, periodicals, audiobooks, Spanish collection; promote collections through book lists and social media.

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Weeding:

Oversees weeding of collection within the department; advises branch staff on weeding;

Management:

Manages special collections such as the Children's Historical Collection and Carolyn Wicker Field Collection.

Reference and Reader Advisory

Manage themed and bibliotherapy booklists; supervise and provide reference and reader advisory service to children and their families.

Record Maintenance and Reports:

Collects and reports monthly statistics; writes grants; orders supplies;

Technology:

Oversees hardware and software in the department; serves as troubleshooter for hardware problems;

Professional Representation:

Attends monthly department heads meeting; serves on library committees as requested; attend District children's librarians meeting; serves on social media committee.

Qualifications for Employment

- Master's Degree in Library Science. Certification as Professional Librarian by PA Bureau of Teacher Certification
- Must have at least 2-5 years public library experience as Youth Services Librarian, including 1 to 2 years at the supervisory level
- Excellent spoken and written communication skills
- Thorough knowledge and understanding of youth-centered literature and best practices
- Knowledge of professional library practices and understanding of the methods of applying them to public library children's services
- Grant writing experience preferred

Potential employment is contingent upon prior submission to employer the results of the following background checks: PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check. Completion of PA State Mandated Reporter Training within 30 days of hire is also required.

Physical Demands or Requirements (* indicates essential requirement)

Strength/movement requirements

- *Able to lift or move 30 pounds
- *Able to bend to floor level and/or reach overhead
- *Able to stand and/or walk for 3 hours at a time
- *Able to sit for 2 hours at a time

Manual/physical dexterity requirements

- *Able to manipulate keyboard of computer, typewriter or other office equipment
- *Able to manipulate mouse, pointing device or other input device
- *Able to manipulate data cables, cords, connections, or similar power and data devices
- *Able to manipulate pages of books, insert and remove disks, manipulate library materials

Communication requirements

- *Able to use telecommunication devices to hear and speak with staff and public
- *Able to see, understand and create written material

January 27, 2021