



# ALGOMA PUBLIC LIBRARY

406 Fremont St., Algoma, WI 54201 (920) 487-2295

## Children's Librarian

### Job Description:

- Ability to work a 35-40 hour weekly schedule including weekday, evening and Saturday hours.
- Responsible for children's programming – Birth through Elementary Grades
- Responsible for the Summer Library Reading Program, including planning, promoting and advertising of this event.
- Plans and implements programming for children, parents/caregivers, educators and those adults that work with children throughout the year, including baby story time, Story Hours, school visits, book talks, holiday programs, special activities, Library System promotions and reading incentives, and other programming opportunities.
- Responsible for marketing of children's programming.
- Responsible for displays promoting children's activities within the library.
- Works with local educators and schools, daycares and other organizations to develop and implement programs/activities for children, both in the library and as outreach efforts.
- Works as a team member in assisting with family oriented programs.
- Assists with routine circulation desk procedures
  - Includes checking in and out, issuing library cards, placing holds, looking up titles, leading people to materials they need, answering the phone, renewing items, doing holds messaging, assisting customers with the computers, assisting customers in downloading e-books and other technology related to InfoSoup databases, and technology related information resources, following Algoma Public Library and OWLSnet policies and procedures.
- Assists customers in reference and reader's advisory
- Leads customers to information owned by the library or available at other libraries, or on the appropriate database in InfoSoup or elsewhere.
- Recommends titles and subjects to customers appropriate to customer expressed interests and/or tastes and needs.
- Preserves confidentiality of individual customers.
- Is skilled in and utilizes the reference interview.
- Responsible for keeping accurate and up to date records of customer library card registrations.
- Responsible for processing items for delivery to and from the Luxemburg Library Station.
- Assists in collection development by recommending materials and maintaining the children's area, including routine weeding program.
- Supervises and gives sound direction to student aides.
- Supervises assigned volunteers and oversees their work.



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- Shares responsibility for updating the library's webpage and monitoring the Facebook page.

Although specific tasks are detailed in this position description, the employee performs other duties, not specified, as required.

### Qualifications:

#### Essential knowledge and abilities:

1. Knows individual job responsibilities and works systematically.
2. Plans own time to meet obligations and specified deadlines.
3. Ability to communicate effectively with library customers and other staff.
4. Ability to effectively use computer applications and maintain skills through participation in continuing education activities.
5. Ability to lift and carry weights up to 50 pounds.

#### Essential training and experience:

1. Bachelor's Degree
2. Eligibility for Wisconsin Library Certificate Grade 2 or working toward.
3. Maintenance of Wisconsin Library Certificate Grade 2.