

## **CHILDREN'S PROGRAMMING/CIRCULATION LIBRARIAN 12/09**

### **Classification: Grade 2**

**Qualifications:** Four years of college plus some library experience, or equivalent combination of education and experience.

**Basic function:** Responsible for working with the Children's Librarian in planning and implementing children's programs, and running the circulation desk according to a schedule agreed upon with the Children's Librarian and the Circulation Librarian.

- **Duties and Responsibilities:**

- Plans, organizes, and facilitates teens programs and teen advisory group.
- Assists Children's Librarian in planning and presenting weekly story times for pre-schoolers, making use of picture books, music, finger plays, puppets, etc. Plans, promotes, organizes, and presents special events for story time groups.
- Assists Children's Librarian in planning, organizing and scheduling for programs for school- aged children and young adults.
- Manages, orders, updates games collection and role-playing and events.
- Performs daily duties of circulation desk at scheduled times and helps to fill in when other circulation staff is absent.
- Encourages patron use of all library facilities
  - Builds knowledge of collection and of patron needs.
  - Provides informal instruction in use of library on an as-needed basis
  - Assists patrons in choosing books
  - Assists patrons in finding information either in the library collection or through the Internet.
- Responsible for preparation and printing of Children's Library newsletter.
- Participates in long-range planning for children's services.
- Performs other duties as requested by the Children's Librarian or the Director.