

## **Stokes Brown Public Library Position Description**

**Job Title:** Family Literacy Librarian  
**Reports To:** Library Director  
**FLSA Status:** Non-Exempt, Full-Time, 40 hours  
**Prepared Date:** January 2023

### **SUMMARY**

This position manages, organizes, and coordinates the operation of family library and literacy services for patrons across Robertson County.

Work involves responsibility for the management of a children's public library collection and for the provision of children's and family library services to patrons and community organizations.

**General Duties** include the following. Other duties may be assigned.

- Plans, coordinates, and implements children's programming with a focus on improving all types of literacy for children and families.
- Maintains current knowledge of State Educational Standards and implements them in educational programming.
- Reads, tells stories, and interacts closely with children and caregivers.
- Develops and maintains juvenile collection: juvenile fiction and non-fiction, beginning readers, and picture books.
- Oversees the deselection (weeding) and inventory processes related to the Children's Collection and runs reports needed to inform these processes.
- Complies state/ regional and local book order selection lists for Children's materials; considering collection needs and parameters of assigned budgets.
- Plans, coordinates, and implements annual summer reading program for all ages.
- Compiles lists of items and supplies needed for the Children's Department and the Summer Reading Program and submits them to library administration in a timely fashion.
- Provides direct assistance to patrons.
- Sorts library materials and shelves library materials alphanumerically according to the Dewey Decimal System.
- Maintains Children's Library to ensure cleanliness, safety, and visual appeal.
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to library management and services. May present informative programs at training opportunities.
- Researches new and upcoming materials for addition to the collection.
- Determine classifications and/or appropriate grade level of materials.
- Reviews and evaluates the library's children's services and programs during alternate months with the Library Director.
- Special projects as needed.

### **Additional Duties**

- Advises, consults, and confers with other libraries, professionals, officials, citizens, and community groups.

- Prepares grant requests to state and federal agencies and non-profit foundations, and administers grant funds upon award.
- Prepares specifications for purchase of equipment and supplies relative to the Children's Library.
- Serves on professional and community committees, as requested, to advance the library and the library profession.
- Provides library tours for interested groups.
- May create, edit, add, and/or maintain catalog records for children's materials in ILS.
- Communicates effectively with other library employees.
- Performs other duties, as required.

### **Qualifications Profile**

- The ideal candidate will possess any combination of experience that would likely produce the required knowledge and abilities. A desirable combination is:
  - Bachelor's degree (B.A.) from four-year college or university in Early Childhood Education or a closely related field; and/or three years related experience and/or training
  - Master's Degree in Library Science (MLS); or any combination of education and library experience that demonstrate the ability to successfully perform the requirements of the position.
- Excellent communication skills and organizational skills.
- Ability to develop short and long term development, plans, and objectives.
- Maintains knowledge of standard library principles and practices, concepts of freedom of speech, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues.
- Proficiency with computers, popular library software, internet and digital communications.
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.
- Mathematical ability to handle required calculations using percentages and decimals.
- Ability to read, understand, and interpret statistical and financial reports and related materials.

### **License or Certificate**

Not applicable.

### **Physical Demands**

Duties are performed indoors in office environment. Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Weights up to 50 pounds are encountered. Must be able to push and pull carts weighing up to 80 pounds. Vision requirements include close vision and ability to adjust focus. Reading materials and verbal instructions require complex interpretation. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans. The noise level is usually moderate. Must be able to transport oneself to work-related meetings, workshops, conferences, etc.

### **Employee Expectations**

- Adheres to Library Policies and Procedures.
- Acts as a role model within and outside the work environment.

- Maintains a positive and respectful attitude.
- Communicates regularly with director about library issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Consistently reports to work on time prepared to perform duties of position.
- Maintains appropriate customer relations.

**Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.**