

## **ELMHURST PUBLIC LIBRARY POSITION DESCRIPTION**

**Last Review Date: 02/2020**

**POSITION: LIBRARIAN II**

**GRADE X**

**JOB TITLE: Early Childhood Services Librarian**

**Exempt**

**DEPARTMENT: KIDS' LIBRARY**

**JOB PURPOSE:** To provide professional-level library service to children, from birth through 8th graders and their caregivers, with a special emphasis on expecting families and children from birth to 5 years old. Manages services to Elmhurst schools and community organizations.

**ORGANIZATIONAL RELATIONSHIPS:** Supervised by the Head of the Kids' Library. May assume minor supervisory responsibilities.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

**The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

Provides advanced reference and readers' advisory services to the public at the Help Desk. Develops and maintains selected area(s) of the collection, including the picture book collection. Maintains communication with preschools and community groups as appropriate. Develops and implements programming for children from birth to 5 years old. Responsible for training staff in techniques to foster emergent literacy. Contributes to the improvement and implementation of services in response to the needs of the community. Assists the Department Head in long-range planning.

Performs other duties as assigned such as creating and implementing special projects and programs. Maintains an atmosphere conducive to patron and staff safety and comfort in the department.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of public library services, and materials, with a focus for children from birth to 8<sup>th</sup> grade. Knowledge of basic computers programs and reference databases. Ability to work well with children, adults and staff. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public.

**PREFERRED:** Library or other relevant work experience desirable.

**ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS:** Ability to operate technology, including computers; ability to read, write and communicate effectively.

**QUALIFICATIONS FOR APPOINTMENT:** Masters Degree in Library Science from an ALA accredited institution. Commitment to work evenings and weekends.

The Elmhurst Public Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Library will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.