

Children's Librarian
Garrard County Public Library

Job Summary:

Under the general direction and supervision of the Director, the Children's Librarian is responsible for the overall supervision and evaluation of Children's Services such as children's programming.

Reports To: Library Director

Job Duties:

1. Plans, schedules and presents regularly scheduled programming and special events and activities for children pre-school through fifth grade, especially the Summer Reading Program.
2. Works with the teen services and adult services librarians to plan and present programming for multiple age groups.
3. Create monthly narrative and statistical reports of the position's activities
4. Provides outreach for children and establishes partnerships with community groups to promote and enhance children's services.
5. Works closely with school officials to provide library services as requested to schools.
6. Assist with library programs as needed.
7. Performs circulation duties by checking library materials in/out and registering new card holders, assisting patrons in the use of library materials, services and equipment and assists library staff with clerical and housekeeping tasks including shelving library materials.
8. Performs related work as required and assigned for the efficient and effective operation of the library.

Job Requirements:

1. Bachelor's Degree required, MSLS desired.
2. Must have or be able to obtain certification from the Kentucky Department for Libraries and Archives.
3. Relevant library experience desirable, including experience in planning and implementing programs.
4. Good customer service skills required.
5. Must have the ability to work independently
6. Must be able to establish and maintain effective working relationships with staff.
7. Must be able to pass a background check.

Skills and Characteristics:

1. Ability to work with children
2. Knowledge of children's literature
3. Ability to read, write and use a computer
4. Ability to establish and maintain harmonious relations with staff and the public
5. Ability to communicate effectively orally and in writing
6. Ability to work under minimal supervision and to supervise others.
7. Knowledge of library principles and practices and the ability to put them to use.
8. Ability to organize and prepare children's programming

9. Ability to maintain high standard of customer service
10. Skills in using computers

Physical Demands:

1. Light work (lifting, pushing or pulling 40 lb. maximum)
2. Movement through the facility, locating and retrieving items and assisting patrons.
3. Visual acuity sufficient to identify materials on shelving up to 90" and to read primarily printed or typed text in a variety of type sizes.

Work Environment:

Climate controlled environment

The Garrard County Public Library is an equal opportunity employer.

Garrard County Public Library
Application for Employment

| | |
|----------------|------------|
| Last Name | First Name |
| Street Address | City/Zip |
| Phone | E-mail |

Are you legally eligible to work in the United States?

- Yes No

Are you 18 years of age or older?

- Yes No

Have you ever been convicted of a felony?

- Yes No

If yes, please provide the date and explain the nature of each offense.

Are you related to any library employees or members of the Board of Trustees?

- Yes No

If so, please list name of relative and nature of relationship.

Position Information

Position Desired: _____

- Full Time Part Time

Salary Desired: _____

Date Available to Begin Work: _____

| Hours Available | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------|--------|--------|---------|-----------|----------|--------|----------|
| From | | | | | | | |
| To | | | | | | | |

Education: List the school(s) you attended, degree and year of graduation

| School | Degree Earned | Year Graduated |
|--------|---------------|----------------|
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| | | |

Employment History (Please list last three places of employment, most recent first)

| | |
|-----------------|---------------------|
| Company Name | Dates of Employment |
| Address | Phone |
| Supervisor | Rate of Pay |
| Position/Duties | Reason for Leaving |

| | |
|-----------------|---------------------|
| Company Name | Dates of Employment |
| Address | Phone |
| Supervisor | Rate of Pay |
| Position/Duties | Reason for Leaving |

| | |
|-----------------|---------------------|
| Company Name | Dates of Employment |
| Address | Phone |
| Supervisor | Rate of Pay |
| Position/Duties | Reason for Leaving |

Training/Skills: Please describe any specialized education, training or job skills, including computer experience.

Professional References

| | | |
|------|-------|--------------|
| Name | Phone | Relationship |
| Name | Phone | Relationship |
| Name | Phone | Relationship |

The information provided on this application is true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary as arriving at an employment decision. If employed, I understand that any false or misleading information given in my application or interview(s) may result in my dismissal.

I understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I hereby authorize the Garrard County Public Library to conduct a background inquiry on me. I understand that an offer of employment may be contingent on the successful outcome of this background check.

Yes No

Signature: _____

Date: _____