Shepherdstown Public Library
German and King Sts.
P.O. Box 278
Shepherdstown, WV 25443

Job Description: Children's Librarian (26 hours/week)
Shepherdstown Public Library

- **CHILDREN'S LIBRARIAN DUTIES:**
  - Develop a budget with the library director for the Children's Department
  - Select and purchase materials for Children's Department according to budget
  - Attend conferences and workshops on Children's Literature
  - Set and oversee weeding schedule for Children's Department
  - Conduct and/or oversee children's programs including:
    - Lap babies programs (toddler and infant)
    - After-school program
    - Home school book clubs
    - TLC Montessori visits
    - Morgan Academy
    - Treasure Kids visits
    - Shepherd University Nursery visits
    - Shepherdstown Day Care Center visits
    - School visits
    - Summer Reading Program
  - Provide outreach and assemblies to schools in Jefferson County
  - Provide outreach to community and conduct associated fund-raising activities
  - Organize, select items and coordinate First Books for Babies (FBFB)

- **SUPERVISORY DUTIES**
  - Supervise Assistant to the Children's Librarian and delegate jobs as necessary
  - Supervise volunteers

- **GENERAL DUTIES**
  - Circulation and shelving of materials for Children's Department
  - Readers' advisory for Children's Department
  - Reference services for Children's Department including Internet
  - Assist patrons with use of computer catalog, Internet search engines, and general computer use
  - Interlibrary loan assistance for Children's Department
  - Patron database maintenance and emails as needed
  - Gift and donation management for Children's Department
  - Copier and fax services
  - Opening and closing of library

Phone: (304) 876-2783 Fax: (304) 876-6213

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- **ADMINISTRATIVE DUTIES:**
  - Report to and work with Director
  - Monthly Children's Department reports
  - Mail: respond as needed for Children's Department
  - Attend town council meetings as needed
  - Write and administer grants for Children's Department

- **BUILDING MAINTENANCE DUTIES:**
  - Empty trash (when necessary)
  - Minor cleaning between cleaning staff visits
  - Sweeping, snow shoveling, emergency plumbing, etc. (as needed)

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