



Position Description: Children's Librarian

Hours: Full-time (40 hrs. / Week. Must work 1 evening a week, and every 3rd Saturday)

Compensation: \$37,000-39,200 annually, position also qualifies for health care insurance and retirement. Sick and vacation leave available.

Qualifications and Requirements:

- Either possess, or be within 6 months of completion of, a Master's Degree in Library and Information Science or related field from an ALA-accredited university
- Experience working in a library environment; particularly with children ages preschool through grade 12

Primary job duties: Primary focus is managing all aspects of library service in the children's departments with duties regarding collection development, programming, and public relations. Works closely with the Director. Secondary focus is assisting with daily library operations. Assumes duties of the Director when necessary. Travel may be required for affiliate visits.

Essential functions

- Responsible for planning and implementing weekly preschool story times
- Responsible for coordination of staff in developing annual Summer Reading program.
- Plans programming and events both in the library and community throughout the year aimed at children and teenagers of all ages that incorporate STEM/STEAM teaching methods and skills.
- Communicates marketing needs for any programs and events to appropriate staff.
- Fosters a lifelong love of reading for children.
- Develops and maintains a thorough knowledge of children's collections (Easy/Picture Books, Juvenile Fiction and Nonfiction, and Young Adult Fiction and Nonfiction). Performs Readers Advisory services as needed.
- Recommends print and electronic children's titles for purchase to Director. Updates, weeds and maintains children's areas.
- Demonstrates knowledge of children's digital resources (electronic materials, databases, etc.) available with a library card for educational and recreational use.
- Supervises creation of regular, rotating children's book displays to highlight underutilized portions of the collection.
- Develops and maintains contact with local teachers, day care operators, and parents to provide recreational, educational and curricular materials.
- Acts as a resource for children's library service-related questions from affiliate libraries.
- Works circulation desk and acts as person-in-charge for library when necessary.
- Assists Director in researching and applying for grants to help library fund programs & events
- Assists Director in some library administrative tasks (scheduling, affiliate evaluations, etc.).

General responsibilities

- Communicates effectively with all library staff, board members, and outside organizations, and works well in a team environment
- Represents library in a positive manner in the community.
- Demonstrates initiative, ability to prioritize tasks, and ability to exercise independent judgement in completing tasks
- Attends monthly Library board meetings for UCPL
- Demonstrates thorough knowledge of professional library principles, research expertise, reader's advisory, skills.
- Adheres to established library policies and procedures
- Ensure all library patrons are provided with excellent customer service
- Other duties as assigned

To apply, please submit a cover letter, resume and 3 professional references to help@upshur.wvlibrary.info, apply on Indeed (<https://www.indeed.com/company/Upshur-County-Public-Library/jobs/Assistant-Director-2c7e83a055007285?fccid=2463b7422b22cf2a&vjs=3>), or by mail:

Upshur County Public Library
Attention: Hiring Committee
1150 Rt. 20 South Rd.
Buckhannon, WV 26201

Review of applications begins upon receipt and will continue until position is filled. Any further questions may be answered via email (see above) or by phone at 304-473-4219, ext. 0081 or 0080.