



CLASS SPECIFICATION

Class Title: Associate Librarian, Children
Department: Library
FLSA: Non-Exempt

Class Code: 4413
Grade: 16
Eff. Date: 12/30/2019

GENERAL PURPOSE

Under general supervision from a Library Administrator, performs paraprofessional library duties.

EXAMPLE OF DUTIES

Under the direct oversight and supervision of the Branch Manager provides children's services at the assigned location including developing paraprofessional expertise regarding child-related information sources, planning and conducting story times, scheduling and conducting outreach such as tours, school visits, and library programs.

Participates in children's programming and outreach for the library system under the direction of the assigned administrator; works closely with Program Outreach Manager to identify groups within service area and generates plan to actively engage in outreach activities. Contributes to electronic promotion of the library system under the direction of the Program Outreach Manager.

Creates, plans, implements and promotes system-wide programs as a member of the children's committee.

Performs **in depth** collection analysis under the direction of the Collection Development Manager; monitors collection use and generates statistical reports for this purpose; responsible for the development and maintenance of children's collections at the assigned location, under the direction of the Branch Manager; recommends library materials for purchase as assigned.

Provides assistance and guidance to library patrons by responding to reference questions; locates information sources; provides guidance regarding specific books and authors; researches reference questions using the library's electronic information services; provides technical support for staff and patrons; instructs patrons in the use of the library, the public access catalog, and other electronic resources.

Creates and maintains displays, handouts, flyers, etc. that effectively promote the library system, children's services, and the library's collection which support the library's mission statement.

May assist a Library Administrator with systems administration tasks. May oversee activities in the absence of an administrative superior.

Assists at the circulation desk when necessary; assists staff in resolving difficult situations with patrons.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from a college or university with a Bachelor's Degree.

Preference for experience in a city or county library system.

2. **Special Qualifications:**

Must pass a criminal history background investigation.

Specialized knowledge and/or experience in a specific area may be required by the specific opening.

Must furnish personal transportation for on-the-job travel. Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. **Necessary Knowledge, Skills and Abilities:**

Knowledge of: library resources and the Dewey Decimal system.

Skill in: using all applicable computer hardware and software applications.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: plan and participate in programs for children including storytelling, library instruction, tours and other activities; interact, direct and manage patrons in groups of various sizes; work with the general public in a library setting; participate in service planning and evaluation; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, employees, other agencies, library patrons and the general public.

WORKING CONDITIONS

Work a flexible schedule that may include daytime, evening and weekends. Retrieve materials, arranged according to spine-label designations, from shelves positioned from 3" above the floor up to 72" in height quickly and accurately. Read from standard visual computer terminals in order to provide reference assistance to the public. Work for sustained periods of time maintaining concentrated attention to detail. Interact with patrons personally or over the phone on a daily basis.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**