

The Position

The Children's Librarian works with the Supervisor of Children's Services to provide the highest quality Children's service, ensuring that the children's room is a dynamic, friendly, and supportive place. The Children's Librarian provides reference, reader advisory, information and referral, programming and materials selection, and related work as assigned.

Principle Responsibilities

- Initiate, plan, and provide services for children across the demographic, socioeconomic and intellectual spectrum, including underserved populations
- Prepare and present library programs, reading clubs and create promotional materials and information displays
- Promote the library through outreach and marketing activities, including the production and distribution of Children's Dept. website content, E-newsletter, and social media content
- Provide readers advisory services, including help with research and school assignments, use of library materials and equipment, the automated catalog, and databases
- Participate in collection development, evaluating and selecting materials and information in a variety of formats
- Represent the library on children's services committees; liaise and maintain collaborative relationships with community groups and key stakeholders; support Library and Foundation special events and initiatives
- Coordinate with other departments on special projects as needed, including marketing, youth services, and reference desk support
- Supervise personnel, interns, and volunteers as assigned
- Perform additional duties as assigned, including direct public service, serving on task forces or committees, etc.

Knowledge, Skills & Abilities

- Thorough knowledge of principles, techniques, and practices of library service to children including child development and library early literacy practices
- Ability to interact effectively with children of all ages
- Understanding of different learning styles, effective teaching principles, and outcomes measurement
- Knowledge of children's literature spanning birth to middle school
- Excellent and effective communication skills with people from diverse backgrounds
- Effective interpersonal and team-building skills and the ability to foster a positive team environment among staff, volunteers, and community partners

- Understanding of, and ability to apply, principles of diversity, equity and inclusion
- Knowledge of automated library information systems software and hardware
- Ability to adapt to change and the willingness to teach and learn new ways of doing things, including new technologies
- Ability to think creatively and be willing to experiment in developing creative library programs and services that engage the community
- Effective interpersonal and team-building skills and the ability to foster a positive team environment among staff, volunteers, and community partners
- Ability to handle multiple projects and deadlines, work independently and efficiently

Education & Experience

Any combination equivalent to:

- Master's Degree in Library and Information Science, Informatics, or related field from an ALA-accredited school
- Two Years + of professional library experience, preferably in a public library
- Three Years + planning and implementing effective and meaningful programs for children and youth
- Some supervisory experience preferred

The Belvedere Tiburon Library is an Equal Opportunity and Drug Free Workplace Employer

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

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