

Librarian I and II for Children's Services Job Description

The Position

The Children's Librarian I and Librarian II report to the Supervising Librarian for Youth Services and helps provide the highest quality children's service, ensuring that the children's room is a dynamic, friendly, and supportive place. The Librarian I provides reference, reader advisory, information and referral, programming, and materials selection, and related work as assigned. This is the beginning professional rank for librarians.

Classification

Librarian, Experienced Librarian (Librarian II)

Examples of Duties

Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job, and not all duties listed are necessarily performed by each individual.

- Plan and implement developmentally-appropriate children's programs that support literacy, including preparing materials, setting up, and cleaning up
- Promote the library through outreach and marketing activities, including the production and distribution of the 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
- Make recommendations for collection development to the Supervising Librarian
- Help maintain a welcoming environment by shelving, picking up books and toys, sorting materials, creating displays, and decorating as needed
- Collect and track program data, distribute surveys, conduct observations
- Coordinate with other departments on special projects as needed, including marketing, youth services, and reference desk support
- Supervise interns and volunteers as assigned
- Perform additional duties as assigned, including direct public service, serving on task forces or committees, support Library and Foundation special events and initiatives, etc.

In addition to the above duties, an Experienced Librarian may also:

- Participate in collection development, evaluating, and selecting materials and information in a variety of formats as assigned
- Represent the library on children's services committees; liaise and maintain collaborative relationships with community groups and key stakeholders;
- Help direct the work of supporting staff, such as Library Assistants and Specialists
- Acts as the Person in Charge of Youth Services in the absence of the Supervising Librarian

Knowledge, Skills & Abilities

- General 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 and their providers
- Knowledge of popular children's authors and titles
- 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
- Ability to demonstrate the Library's core values of Inclusion, Creativity, Integrity, Growth, and Respect in daily interactions and in their work with peers and the public; Implement sustainable practices in daily work.
- Knowledge of automated library information systems software
- Ability to think creatively and be willing to experiment in developing creative library programs and services that engage the community
- Ability to handle multiple projects and deadlines, work independently, and work with constant interruptions
- Regularly lift and move up to 25 pounds, push loaded book carts, shift furniture; on occasion lift and move up to 40 pounds
- Climb, bend, and stoop to place and reach materials and meet children at their eye level for programs and services

Education & Experience

To Qualify for **Librarian I**, any combination equivalent to:

- Master's Degree in Library and Information Science, Informatics, or related field from an ALA-accredited school **AND**
- Experience working with youth in an educational, institutional, or recreational environment, such as a school, local government agency, non-profit, recreation department, or library

To Qualify for **Librarian II/Experienced Librarian**, any combination equivalent to:

- Master's Degree in Library and Information Science, Informatics, or related field from an ALA-accredited school **AND**
- Three Years + of professional library experience, preferably in a public library **AND**
- Experience working with youth in an educational, institutional, or recreational environment, such as a school, local government agency, non-profit, recreation department, or library

Physical and Environmental Working Conditions

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping daily. The employee will occasionally be required to climb, balance, or crawl. Must possess mobility to work in a standard library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Tasks require a mix of fine motor skills for handling small objects and stamina to manage the physical aspects of programs and moving materials. This includes sustaining physical effort for extended periods, such as

during programs. Employees work in a public library environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public in interpreting and enforcing departmental policies and procedures.

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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.

Updated October 2025