



Boothbay Harbor Memorial Library

4 Oak Street | Boothbay Harbor, ME | 04538 | 207-633-3112 | bbhlibrary.org

Public Services/Children's Librarian

POSITION DEFINITION

The Public Services/Children's Librarian manages, organizes, and supervises the library's service desk staff and volunteers; purchases, builds, and maintains the children's and young adult collections; promotes a variety of educational and cultural programs for children and families with a focus on early literacy; assists library patrons in the use of library services, facilities, and equipment. The Public Services/Children's Librarian works closely with the Director, library staff and volunteers to provide accurate, efficient, and friendly library services.

PUBLIC SERVICES KEY AREAS OF RESPONSIBILITY (60%):

- Manage and maintain routine circulation functions
- Train and supervise library service desk staff and volunteers to ensure an exceptional level of customer service
- Assist patrons regarding the use of library materials, equipment, and services, and provide professional reference services
- Encourage communication between staff and patrons to assist with collection development
- Develop and implement creative displays and other ways to engage patrons
- Monitor the library's circulation email address and respond in a timely fashion
- Attend regular consortium circulation meetings, advise changes and updates based on best practices and requirements
- Participate in the development of operating policies and procedures
- Prepare monthly statistical and summary narrative report
- Cultivate and maintain collaborative relationships with patrons, community groups, other libraries, state and regional library associations, and other professional organizations
- Participate in community activities that foster goodwill and promote library programs
- Perform other related duties as assigned

CHILDREN'S LIBRARIAN KEY AREAS OF RESPONSIBILITY (40%):

- Partner with the Director and the Assistant Director to create an inviting, dynamic, and well-used children's space
- Create and maintain a locally relevant, culturally diverse, and up-to-date children's and young adult collections
- Catalog new children's materials according to Minerva cataloging standards and local practices
- Work with the Director to develop budgets for the children's and young adult collections and services

- Provide reader's advisory services to children, parents, teachers, and other users of the youth collection
- Lead development of early literacy programming and storytimes
- Stay informed about trends and literature; best practices in library services; attend professional library conferences and seminars; read professional literature

EDUCATIONAL REQUIREMENTS AND EXPERIENCE

A Master's in Library Science from an ALA-accredited institution is preferred, and a minimum of three (3) years of library experience.

The Public Services/Children's Librarian must possess excellent communication and organizational skills; utilize a collaborative leadership style and be an inspiration and resource to library colleagues; promote a welcoming and customer-service oriented library; possess strong interpersonal skills; and be able to work both independently and cooperatively in a team-centered environment.

WORKING CONDITIONS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hazards are minor and controllable, but can include exposure to high precarious places, toxic or caustic chemicals, risk of electrical shock, cramped quarters, human error and angry/hostile humans.

The Public Services/Children's Librarian must be able to:

- Establish and maintain effective working relationships with the library Executive Director, library staff, Trustees, and volunteers
- Positively interact with the public under varied conditions
- Maintain confidentiality in all patron and staff interactions
- Exercise tact, leadership, and independent judgment
- Have or obtain a valid Maine Driver's License
- Work weekday, evening, and weekend hours

Physical requirements:

- Maintain focus under varied conditions including stressful, noisy and distracting conditions
- Exercise a full range of body motion to include standing, walking, talking, listening, stooping, kneeling, and reaching
- Lift up to 25 pounds, with some exposure of weights to 50 pounds
- Pull and push book trucks, with casters, weighing up to 200 pounds
- Adjust focus to include close vision, distance vision, color vision, peripheral vision, and depth perception
- Use telephones, computers, printers, scanners, photocopiers, and other office and telecommunication equipment

STAFF RELATIONSHIPS

The Public Services/Children's Librarian is hired by and reports to the Executive Director and supervises circulation desk staff and volunteers.

This is a full time, 35-38 hours/week, professional position. Wage range, benefits and other personnel policies are in compliance with Boothbay Harbor Memorial Library's personnel policies and procedures.

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