

## ANDOVER PUBLIC LIBRARY JOB DESCRIPTION

**Position:** Children's Librarian

**Reports To:** Director of the Library

**Directly Supervises:** Volunteers specifically assigned to Children's Library

**Position Summary:** The Children's Librarian is responsible for effectively planning, implementing and managing the children's programming and assisting material selection for the library

### **General Responsibilities:**

- Researches, plans, prepares and produces weekly story times for 3 age groups (infant to 2 yrs., two year olds, preschool/3-5 years)
- Designs and prepares crafts to complement preschool story times
- Designs and coordinates duties for volunteers who assist with story times and helps train volunteer shelvers in children's area
- Plans and organizes special events for children and families, including researching possible programs, contacting performers and overseeing scheduling and contracts (when necessary)
- Assists with book, audio and video orders for children's area, including researching new and recommended children's items
- Monitors shelves in children's area, straightening and filling displays and shelving as needed
- Maintains children's "info" desk, providing copies of story time schedules, special events, recommended reading lists, etc.
- Coordinates with Friends of the Library for sponsored youth events
- Serves as liaison to elementary schools and child care centers
- Attends workshops and meetings pertaining to Children's Library, when possible
- Fulfills all duties at circulation desk as scheduled, including opening and closing library
- Other duties as assigned

### **Qualifications:**

Required:

- Education: Associate's degree or equivalent
- Experience with young children in learning environments
- Comfort with computers, standard office equipment and basic knowledge of excel, Microsoft Word, email and Internet
- Excellent written and verbal communication skills

- Ability to work cooperatively and have positive working relationship with patrons, co-workers and volunteers
- Ability to prioritize job responsibilities and work independently
- Must be able to see all sizes of print or agree to corrective lenses
- A heart for families while seeing the value of professionalism in services and communications.

Preferred:

- Bachelor's degree
- Basic knowledge of library resources and services
- Some understanding of and experience with Dewey Decimal system

**Physical Requirements:** Ability to lift at least 30 pounds, reach high shelves, stoop, bend and remain standing and/or sitting for extended periods of time

**Work Environment:** Ability to work without supervision in a fast-paced multitasking environment, interact with public in cordial fashion, be receptive to change and attentive to details

**Hours:** Hourly, full time (40 hours) – non-exempt for purposes of the Fair Labor Standards act. Must be available to work one evening a week and occasional Saturdays.

**Benefits:** Single medical and dental insurance, vacation and sick leave, paid holidays, and retirement plan.

Send Cover Letter & [Application](#) to Tom Taylor  
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