

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: CHILDREN'S LIBRARIAN**  
**DEPARTMENT: PUBLIC LIBRARY**  
**REPORTS TO: CHILDREN'S SERVICES AND  
COMMUNITY RELATIONS MANAGER**

**JOB CODE: 4010**  
**DATE: 2/2008**

**JOB SUMMARY:**

Performs creative work relevant to planning, developing, implementing, and evaluating children's programs to promote the library and reading; tells children's stories using drama and visual aids; assists patrons in utilizing the services of the children's room and other library services.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Provides reference services to the public; welcomes guests to the Children's Room; offers assistance in locating materials; instructs patrons in the use of automated catalogs and online data resources; locates materials and information; aids in the selection of books for individual guests.

Develops and presents programs for children, including storytime; chooses reading materials and themes.

Helps plan and implement summer reading programs; selects materials; develops promotional materials.

Plans and implements craft programs; researches crafts, supplies, and techniques.

Hosts children's and adult tour groups at the library, including instructional sessions.

Visits elementary school classrooms; develops and presents programs.

Oversees the development and maintenance of areas of the children's collection as assigned; selects new titles; discards materials because of wear or lack of popularity; processes new acquisitions; evaluates the location and arrangement of materials.

Represents the library and the Children's Room at community events.

Provides customer service at the library circulation desk; checks out materials, collects fines, makes and renews cards, and sorts carts of materials; registers children for the Computer Center; responds to reference questions.

Provides staff coverage at branch library.

Trains and supervises library pages.

Provides time sheets for hourly staff.

Creates monthly statistical reports.

Remains current in the field by reading articles in professional journals.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal  
Audio-Visual Equipment

Copier  
Telephone

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Master's degree in Library Science from an accredited four-year college or university and,

Two years of progressively responsible related experience; or

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

None.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Children's literature.

Child development.

Library policies, procedures, terminology, and materials.

General office procedures.

Computer usage and applications.

Basic mathematical computations, such as addition, subtraction, multiplication, and division.

Principles and practices of supervision.

**Skill in:**

Communicating clearly and effectively, both orally and in writing.

Telling stories to children.

Supervising the work of others, including monitoring work and evaluating performance.

Assisting patrons with various library services and operations.

Using a computer to enter and retrieve information.

Understanding and carrying out oral and written instructions.

Sorting and categorizing library books and materials in standard order.

Developing and implementing children's programming.

**Mental and Physical Abilities to:**

Establish and maintain effective working relationships with library personnel and patrons.

Perform duties while intermittently sitting, standing, or stooping.

Occasionally lift light objects.

**Working Conditions:**

The work is performed in a library.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.