

## Children's Librarian HPL

**The City of Huron has an opening for a full time  
Children's Librarian for the Huron Public Library**

- **Duties:** The primary responsibility of this position is the coordination and implementation of the Library's services for children, preschool through 3rd grade.
- **Wage:** Hourly Wage: \$22.70
- **Applications Available:**
  - Online: [www.huronsd.com](http://www.huronsd.com), select "City Government" tab then "City Employment"
  - City Finance Office, 239 Wisconsin Ave SW, 353-8505
  - S.D.D.O.L, 1000 18<sup>th</sup> ST Suite 5, 353-7155



**Equal Opportunity Employer**

***Deadline: Open until filled***

## **City of Huron Job Description**

**JOB TITLE:** Children's Librarian  
**DEPARTMENT:** Library  
**ACCOUNTABLE TO:** Library Director

**PRIMARY OBJECTIVE OF POSITION:** The primary responsibility of this position is the coordination and implementation of the Library's services for children, preschool through 3rd grade. The Children's Librarian will have full supervision of the Children's Area and maintain a quiet, safe, productive, and attractive environment. This position involves working directly with children and their parents or caregivers. It is important, therefore, that the person with this title genuinely likes children, is comfortable with them, and enjoys serving them. It is imperative that the person in this position likes and knows children's literature. This position will also involve some time at the Circulation Desk as well, but not as a primary assignment. This is a highly visible and responsible position. Above all, the person in this position should present a positive image of the "personality of the Library" – making all people feel welcome and accepted at the Library.

**ESSENTIAL JOB FUNCTION:** Must possess a valid South Dakota driver's license.

### **MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

#### **Administrative**

- Assists in determining budgets needs for programming and collection development.
- Assists in long range planning.
- Keeps informed of current developments in children's services by attending professional meetings and workshops and reading current literature, print and electronic.
- Prepares publicity for children's programs through press releases, newsletters, bookmarks, posters, social media and websites.
- Cooperates and promotes collaboration with local school through visitations.
- Promotes community outreach with local day cares and preschool facilities.
- Maintains accurate records of programs and attendance figures.
- Solicit funds and find grant opportunities to purchase children's materials and fund children's programs.
- Prepares and submits records, and reports of activities and monthly statistics.
- Ability to work all hours of library operation including evenings and weekends.
- Performs other duties as deemed appropriate and necessary.

#### **Collection Development**

- Selecting children's books and materials adhering to the budget.
- Weeding the children's collection of old and/or outdated materials.
- Exploring initiatives for promoting early childhood literacy

## **Programming and Children Services**

- Manages all programs associated with Children's Services'; conducts activities including storytelling, book talks, puppet shows, special activities, computer activities, virtual programming\_and multimedia programs.
- Planning and coordinating the Library's summer reading program.
- Conducting library tours for any interested groups and/or school groups.
- Creating displays and bulletin boards in the Children's Area of the library.
- Assisting patrons in locating materials and answering reference questions.
- Plans and conducts programs for children to encourage them to read, view, listen and use library materials and facilities.
- Confers with teachers, parents, and community groups to assist in developing programs to encourage and improve the children's library and reading skills.
- Educates patrons on the use of library services including online catalog, providing initial research assistance, how to locate materials, use equipment, and Internet services available.
- Adheres to the Huron Public Library's programing and contest policies.
- Position requires substantial and frequent contact with fellow employees and the public often requiring tact, diplomacy and confidentiality.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** May supervise an assistant, seasonal help or circulation staff.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** Bachelor's in Elementary Education and/or Library Science desired; Masters preferred. Three (3) years demonstrated Library experience. Progressive experience with computer technology and audio visual equipment preferred. Knowledge of Microsoft Office, Publisher, Excel, social media, and integrated library systems.

