

Position: Children's Librarian
Supervisor: Library Director
Salary: (Based on Experience) Starting Salary: \$48,526.95 includes 100% employer funded medical, dental and life insurance coverage including, dependent coverage. Paid annual, holidays and medical leave

Non-Exempt Position: Full-time position includes night and weekend hours
(Evening, Saturday and Sunday hours)

General Statement: The person in this position is responsible for the development of the collection of materials for children (birth through elementary school population), and the joy of reading. This person also develops and coordinates programming for the Central Library and branches for children, and works with branch supervisors to develop skills to deliver programs and to promote youth services.

Duties:

1. Evaluates the collection, order materials and weed the collection.
2. Plan and develop system-wide programs from babies to school-age youth
3. Maintain and expand partnerships with public, private schools and daycare centers in the community
4. Plans, develops, coordinates and evaluates the activities of staff delivering services to children
5. Coordinate and responsible for the selection and de-selection (weeding) of materials in juvenile collections
6. Conduct library tours, develop and implement children's and youth programming on a regular basis; coordinate programming with branch personnel
7. To develop and maintain resources and files for programming materials; and keep branch personnel informed of available resources
8. To assist with the development of displays and seasonal and theme decoration of the library
9. To assist with reference at the central library
10. To plan and execute staff development opportunities for children's services system-wide
11. To stay current with the internet and software technology for youth services
12. To create calendars of activities, bibliographies and public relations material to promote youth services
13. To follow policies and procedures in the library policy and operations manual
14. To work cooperatively and in professional harmony with staff members, administrators, and the community
15. To maintain the confidentiality of library business and operations

Qualifications:

- Master in Library Science (MLS, MLIS)
- Must have a strong interest and knowledge of children's and young adult literature
- Must be public service oriented with good communication skills
- Professional experience serving children, young adults and families

- Preferred experience in materials selection, reference and Readers' Advisory, planning and producing programs and publicity material is required
- Must have knowledge and skilled in the use of computers

Knowledge, Abilities and Skills:

The person in this position must be interested in literature (books and other materials) for children and young people. He/she must also have an outgoing personality and interest in programming and have the ability to communicate with these age groups to stimulate interest in reading and in use of the library.

Conditions:

- Required to work evenings and weekends for programming needs

Applications are available at any branch of the library and on the library's webpage at <http://stjohn.lib.la.us/>. All applications must be submitted in a sealed envelope and addressed to St. John the Baptist Parish Library, Attention: Assistant Director: Dana Douglas, 2920 New Highway 51, LaPlace, Louisiana 70068 no later than 5:00 pm on Friday, May 19, 2018.