

City of Mission Job Description

Job Title: **Children's Librarian**

Classification: **Exempt-Professional**

Department: Library



Division:

Supervisor: Day and Evening/Weekend
Supervising Librarian

Effective: March 12, 2008

I. **JOB SUMMARY**

The individual is responsible for management and supervision of the children's section of the library during either the day or the evening/weekend. Individuals may work day and/or evening weekend shifts. Individuals share the responsibility for the development of the easy, juvenile, and young adult circulating and reference collections and provides programming of children after school, weekends, and during the summer. Individual has daily contact with the public. Individual provides outreach, promotes library services, and provides other assistance/information/programming to area institutions/groups such as museums, libraries, and schools as directed. The individual may be required to work on a shift. Performs other duties as delegated or assigned by Supervisor or Designee. Supervisory and management skills are required for this position.

II. **EDUCATION REQUIREMENTS**

- Master's degree in Library Science (MLS) from a graduate program accredited by the American Library Association is preferred.
- Bachelor's degree or sufficient/relevant college level work and/or work experience is required for minimum entry into the position. For someone who does not have the MLS degree, the position requires the successful completion of at least three (3) years in progressively relevant library work.
- Must have general and specialized knowledge and experience of library materials and procedures.
- Must be able to type, file, and have knowledge and experience of office procedures.
- Must have experience in computers and electronic media implementation and operations.
- Being bilingual is preferred, but not required.
- Knowledge of and experience in the implementation of contemporary library procedures and processes both in the Public Services and in the Technical services area.
- Supervisory and management skills are need for this position.
- Salary is commensurate with educational level attained.

III. **EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.



- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense
- Applicant must have a neat and professional appearance.
- Applicant must have a current valid class "C" driver's license from the Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

IV. SKILL AND ABILITY REQUIREMENTS

- Ability to follow a firm work schedule as directed by supervisor.
- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a business matter.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to perform work that is routine and detailed.
- Ability to speak and write clearly and accurately (to include correct spelling).
- Ability to meet the informational and educational needs of children and young adults.
- Ability to perform job with special attention to good public relations, safety, courtesy and professionalism.
- Ability to establish and maintain effective working relationship with supervisors and co-workers.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to communicate effectively in English both orally and in writing.
- Ability to communicate effectively in Spanish a plus.
- Ability to make decisions based on available data/criteria, laws and regulations, or city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to read and interpret documents such as safety rules and city policy procedures.

V. ESSENTIAL JOB FUNCTIONS

- Supervises the activities of employees and volunteers in the children's section of the library.
- Provide outreach, promotes library services, and assists in providing other assistance/information/programming to area institutions/groups such as museums, libraries, and schools as directed.
- Provides information, reference and reader advisory services to the public..
- Recommends books and other library materials
- Checks books in and out of the library.
- Types and files library materials.
- Prepare daily, weekly, monthly, and annual reports.
- Follows all library rules, policies and procedures.

Job Title: **Children’s Librarian**



con't – page 3

- Able to communicate effectively both orally and in writing.
- Types and files Library materials.
- Clean library shelves, desks, restrooms, windows, walls, floors, and work areas.
- Assists patrons unload material donations from their vehicles.
- Pickup trash and cleans inside and outside of the library.
- Lays cable for computer network.
- Performs other duties as delegated or assigned by Supervisor or Designee.

VI. NON-ESSENTIAL JOB FUNCTIONS

- Replace burned out fluorescent lights.

VII. EQUIPMENT/MATERIALS

General office and safety equipment/materials to include but not limited to the following:

- Computers, Software Programs, Telephone
- CD ROM disks, On-line reference tools, Internet
- Computer Networks, Multi-media computers, Computer Keyboard
- Computer mouse, Computer printer, Copy machine
- Fax machine, Typewriter, Stapler, rulers
- City vehicle, Pens, pencils & highlighters, Books
- Library reference resources
- Policy & procedure handbook

VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job. The majority of time the individual works indoors in a well-lighted, air-conditioned environment. Job hazards are low and include normal hazards associated with working in an office environment as well as specific hazards involved with installation, maintenance, and use of library materials, stacks, electrical (ex.: computer networks, audio/video players, 16mm projector) and mechanical (example: book trucks) equipment.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Extreme Noise	X			



IX. MANUAL DEXTERITY

Employee will utilize both fine and gross hand movements 80%-100% of the workday. Fine manual dexterity utilized while typing, writing and filing. Gross hand movements are utilized to answer the telephone, use pencils and pens to write, grip boxes, sacks, equipment and books requiring moderate to heavy force exertion.

X. PHYSICAL DEMAND ANALYSIS:

MATERIAL HANDLING ACTIVITIES

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	C	80% of the work day is lifting a book or a stack of books.
	6-10 lbs	F	40% of the work day is lifting a stack of books.
	11-20 lbs	O	20% of the work day is lifting boxes of books and materials donated to the library.
	21-25 lbs	O	15 % of the work day is lifting boxes of material or audiovisual equipment.
	26-50 lbs	O	10% of the work day is lifting boxes of books and materials.
	51-75 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
	76-100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
	Over 100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
	CARRYING	Up to 5 lbs	C
6-10 lbs		F	40% of the work day is shelving books.
11-20 lbs		O	20% of the work day is carrying a stack of books while shelving.
21-25 lbs		O	15% of the work day is carrying a stack of books while shelving.
26-50 lbs		O	10% of the work day is carrying a stack of books while shelving.
51-75 lbs		O	See attached Lifting, Carrying, and Push/Pulling Notice.
76-100 lbs		O	See attached Lifting, Carrying, and Push/Pulling Notice.
PUSH/PULLING	Over 100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
			Push/pulling of weight ranges listed below occurs over carpeted floors a distance of up to 50' requiring employee to utilize moderate to heavy force exertion.
	Up to 5 lbs	O	Less than 5% of the work day is pushing/pulling a book truck
	6-10 lbs	O	Less than 5% of the work day is pushing/pulling a book truck
	11-20 lbs	O	Less than 5% of the work day is pushing/pulling a book truck
	21-25 lbs	O	Less than 5% of the work day is pushing/pulling a book truck
	26-50 lbs	O	Less than 5% of the work day is pushing/pulling a book truck
	51-75 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
	76-100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
Over 100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

**Page 5 –Children's Librarian****NON-MATERIAL HANDLING ACTIVITIES**

Task	Frequency	Performance
CLIMBING	O	5%-10% of the work day. Employee will engage in this activity to shelve books on higher shelves.
BALANCING		
STOOPING (bending at waist)	F	Up to 40% of the work day employee will shelve books.
KNEELING (one or both knees)	O	Up to 30% of the work day employee will shelve books, donations, and magazines.
CROUCHING (bending at hips/knees)	F	Up to 50% of the work day employee will shelve and look for books requested by patrons.
CRAWLING	O	5%-10% of the work day employee will be pulling cable and cleaning bathrooms.
REACHING	C	80%-100% of the work day employee will shelve books at below waist level and above shoulder and head level.
TWISTING/TURNING (rotation)	C	80%-100% of the work day employee will turn up to 180 degrees during shelving of materials and while checking out books.
HANDLING (manipulated objects)	F	80%-100% employee will be checking out library materials, operating AV equipment
FINGERING (finger dexterity)	C	80% - 100% employee will be manipulating library material and using business machines.
STANDING	F	80%-100% employee will be checking out library material, shelving, and returning material.
WALKING	F	70%-80% employee will be shelving books, working at counters, and helping patrons.
GRASPING (whole hand activities)	F	100% employee will be checking out library material, shelving, and attending patrons.
TALKING (ordinary talking)	C	80-100% of the work day employee will be talking on the telephone answering questions from the public and talking to patrons.
HEARING (conversation with others)	C	80%-100% of the work day will be hearing while working with staff and patrons.
SEEING-FOCUSING (within 20 inches)	C	80%-100% of the work day employee will be seeing general library material.
SEEING-FOCUSING (over 20 feet)	C	80%-100% of the work day employee will be observing patrons within the library to monitor proper service and management of the facility.

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%



LIFTING, CARRYING, PUSHING, AND PULLING NOTICE

Everyone should be familiar with proper lifting, carrying, pushing, and pulling techniques. If you are not, have your supervisor explain these to you. We also have videos that show how to safely lift, carry, and push or pull items.

Because of the type of material we deal with in the library environment (which includes boxes of books, magazines, etc.) there may be times when you are asked or feel you are required to lift, carry, push or pull an item of a weight in excess of 50 lbs.

What do you do to protect yourself from lifting, carrying, or pushing/pulling more than you can safely handle?

Identify the Risk

Know your own limitations, be able to recognize items which are beyond your capacity to lift, carry, push or pull safely.

DO NOT LIFT, CARRY, PUSH, or PULL THESE ITEMS

Communicate the Risk

Tell your supervisor if you ever feel that you need help in lifting, carrying, pushing, or pulling an item.

DO NOT LIFT, CARRY, PUSH, or PULL THE ITEM WITHOUT ADEQUATE HELP

If something must be Moved, Lifted, Carried, Pushed, or Pulled

It is our policy that you will NOT be asked to lift, carry, push, or pull items which appear to be beyond your capacity to lift safely. If you are asked to do so, then:

- Tell the individual asking you to do so that you need help in lifting, carrying, pushing, or pulling the item.
- Get adequate help.

DO NOT LIFT, CARRY, PUSH, or PULL THESE ITEMS WITHOUT ADEQUATE HELP

Job Title: **Children's Librarian**



con't – page 7

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Applicant Signature

Date