

Librarian II Children's Services Coordinator
Min. Beginning Hourly rate: \$20.7783/ \$43,218.96
FT/ 40 Hr Week

ANSWERS TO: Assistant Director or Branch Administrator
Director

NATURE OF WORK:

Serve the informational and recreational needs of all children of Ouachita Parish through the provision of specialized materials, instruction and programming of library services

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist patrons in the use of computerized and other methods of information retrieval
Plan and coordinate children's programming system wide
Make site visits to branch children's departments
Train and supervise children's staff at Main
Provide in-service training for children's staff system wide
Chair the children's materials selection committee
Design and implement outreach and marketing materials and services for children's programming
Other duties as requested

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the library materials and resources of children's librarianship
Supervisory skills
Skill and knowledge of computers and computer resources
Must have effective oral and written communication skills
Must have effective people skills in dealing with staff and the public, specifically in dealing with children

PHYSICAL REQUIREMENTS:

Work is performed in an office environment and requires sitting, standing, stooping, walking and lifting of objects weighing less than 25 lbs.; may require lifting objects weighing in excess of 25 lbs. occasionally.
Common abilities such as mobility and dexterity.

REQUIRED QUALIFICATIONS:

Master's in Library Science from an accredited school of library science + 2-5 years experience in specialty area + 1 year supervisory experience and/or management experience.

The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.

The Ouachita Parish Public Library is an equal opportunity and an At-Will employer. A criminal background check and a drug screening are part of the pre-hire process.

FLSA STATUS: NON-EXEMPT

6/23/13