

**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