

**TOWN OF WAYLAND  
POSITION DESCRIPTION**

**Title:** Assistant Children’s Librarian  
**Department:** Library  
**Appointing Authority:** Board of Library Trustees  
**Affiliation:** Wayland Library Staff Association  
**Grade:** L-4  
**Personnel Board Approved:** 3/23/15

**Summary of Duties**

Professional work assisting the Head Children's Librarian in the operation of the Children's Department by performing various tasks relating to programming, reader’s advisory, circulation, reference, collection development, clerical processing, public relations, and similar activities.

**Supervision Received**

Works under the supervision of the Head Children’s Librarian and/or the Library Director.

**Supervision Exercised**

May supervise Library Assistants, Clerks and Pages. Supervises Children’s Department in absence of Head Children's Librarian. May be in charge of the building in the absence of more senior staff members (on weekends or during evening hours).

**Job Environment**

Performs work under typical library conditions with frequent interruptions; work schedule requires evening and weekend work; work environment can be busy and challenging at times. Has frequent contact with the library patrons, staff, town employees, and area libraries. Contact with the public is to be courteous and may require patience, tact and understanding.

Errors could result in poor service to patrons who could receive inaccurate information, time loss, confusion and delay, poor public relations, and failure to achieve program objectives.

**Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Under the direction of the Head Children's Librarian, develops and conducts programs for children of all ages (0-18), including, but not limited to: pre-school story hours, book discussion groups, writing workshops, storytelling, films, crafts, and working with other media.

Keeps abreast of children's literature in all its forms. Provides expert reader's advisory service to children, parents, caregivers, and teachers. Helps to prepare book lists.

Performs circulation on the Library Management System software, including new registrations, online searches, and related work.

Recommends books and other materials for library acquisition. Assists with cataloging, classification, and the clerical processing of library materials.

Assists the Head Children's Librarian with departmental administrative work.

Implements Children's Room public relations activities by developing displays, creating flyers, and supporting the department's web and social media presence.

Conducts school and community outreach programs and classroom visits.

May supervise and train clerks, and volunteers working in the Children's Room.

Provides both traditional print and online reference services to youth (as well as their parents, caregivers, and teachers) and ably assists them in using the library's public access catalog.

Keeps abreast of professional literature; attends professional meetings and continuing education workshops; keeps current with changing policies and procedures of the Minuteman Library Network automation system.

Maintains cooperative working relations with patrons, Town departments, and individuals engaged with the Wayland Library.

Performs other duties as assigned by the Head Children's Librarian and/or the Library Director.

### **Recommended Minimum Qualifications**

#### **Education:**

Master's Degree in Library Science or Master's Degree in Children's Literature. Will consider candidates provisionally who are within six months of attaining the graduate degree. Continued employment requires the Master's Degree within six months of the date of hire.

#### **Experience:**

One year of experience working with or supervising children.

#### **Knowledge, Ability and Skills:**

(The skills and knowledge required would typically be acquired by earning a Master's Degree in Library Science with a concentration in Children's Services.)

Demonstrates genuine care, concern, and strong interest in children as well as the ability to forge strong interpersonal relations with children, their caregivers, and other professionals who work with children.

Ability to deal tactfully and courteously with the public at all times.

Ability to establish and maintain effective and cordial working relationships with co-workers in a team environment.

Ability to work independently and to flexibly manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.

Demonstrates a knowledge and appreciation of literature for children. Demonstrates a knowledge and appreciation of AV material (music, films, etc.) for children.

Demonstrates skill in evaluating and selecting books and other materials for addition to the library's collection.

Demonstrates an interest in and talent for developing and conducting programs for youth of all ages.

Understanding of public library programs and services and the important role of a library in children's lives.

Excellent oral and written communication skills.

Facility with a variety of standard computer applications and online searching tools.

Ability to assist in Children's Room public relations activities by developing displays, creating flyers and posters, using publishing and creative media software, and supporting the department's web and social media presence.

Attention to detail.

### **Physical Requirements**

Occasional light physical effort required to perform duties under typical library conditions. Occasionally required to lift items and equipment weighing up to 30 pounds and to kneel, bend, stoop, crouch and twist. Must have manual dexterity to operate, maintain and repair a variety of computer related equipment. Ability to sit for periods of time, and to talk and listen.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*