



TOWN OF AVON



60 West Main Street Avon, CT 06001

Town of Avon Children's Librarian

Full-Time position with all applicable Town benefits. Salary is dependent on qualifications.

The skills and knowledge required would generally be acquired with a Master's Degree in Library Science and three years of progressively responsible experience in library work, including two years in the supervision of a Children's library department.

Closing date is 4:30 p.m. on Friday, November 20, 2009. Town of Avon Application for Employment must be completed and can be obtained at the Human Resources Office, 60 West Main Street, Avon, CT 06001, on-line at www.town.avon.ct.us (under job opportunities), or by calling (860) 409-4301. Minorities and women are encouraged to apply. EOE M/F

Title: Children's Librarian
Department: Library-Children's Services

Range: II, UP
Revised: October 2009

Position Definition: Plans, organizes and supervises the Children's Services Department, including collection development, programming, reference and computer operations in providing library programs for pre-school, elementary and middle school students and young adults.

Supervision received: Receives general direction from the Library Director; performs work with considerable independence. Establishes priorities within Children's Services, and consults with the Director on matters of policy.

Supervision exercised: Provides general supervision to Library Specialists Children, Library Assistants, and task supervision to clerical staff, pages and volunteers.

Examples of Essential Job Duties:

Plans and organizes work according to season of year, special events, and regular library schedule. Develops and conducts educational, cultural enrichment and other library related programs for children and adults concerned with children, to encourage reading, viewing and listening skills, and to use library facilities, materials, and technologies.

Develops near-term and long-range plans and objectives for Children's Services programs. Periodically assesses reading needs and interests of children and adults working with

children. Interacts with staff members; school and child care professionals to maintain an awareness of the changing interests of patrons in services. Works with the Director in preparing policies for review by the Library Board of Directors and the Town Manager as appropriate.

Coordinates program planning with school media specialists and with childcare personnel to assure quality and complementary services to children. Promotes interests in library and reading by visiting schools, child care centers, and assembles and arranges book displays and other promotional materials. Plans, oversees and conducts story-telling programs for pre-school children and a variety of other programs. Prepares reading lists for school and community distribution. Coordinates content and updates of children's activities on library website.

Through consultation with the Director, staff members, and by independent selection, oversees the collection of books, periodicals, and audio-visual equipment and materials. Examines professional publications and other sources for selection of books, periodicals, and related materials. Coordinates and assists with purchasing, cataloging, and classifying of books and materials.

Prepares recommendations for the Children's Services annual budget. Develops financial data for personnel, books and equipment. Submits budget requests to the Director for inclusion in the Library recommendations to the Library Board and to the Town Manager. Manages the approved budget for the unit. Works with the Director in seeking out and applying for various grants.

Interviews candidates for library positions. Makes hiring recommendations to the Director, and trains, supervises and evaluates the performance of all employees in the unit.

Examples of Incidental Job Duties:

Assumes responsibility for library in absence of Director and Assistant Director.

Supervises the circulation, return, and use of library books, and materials. Periodically weeds the collection of books and materials, removing outdated or damaged books and materials.

Participates in regional, state, and national professional library and public administration organizations at meetings or conferences, to assure a continuing awareness of programs and opportunities available to the Town and library.

Oversees the care and maintenance of the unit's facilities, equipment and materials. Maintains an inventory of supplies and materials.

Minimum qualifications required: The skills and knowledge required would generally be acquired with a Master's Degree in Library Science and three years of progressively responsible experience in library work, including two years in the supervision of a Children's library department.

Knowledge, skills, and abilities: Must have a working knowledge of library practices, procedures and technology. The ability to apply principles of library science to solve

practical problems and to deal with a variety of concrete variables in situations where only limited standardizations exist is essential. Ability to organize and maintain an operating budget for a department is required. Ability to plan, organize and implement near-term and long range library development programs. Ability to present oral and written reports in clear, concise and understandable form is necessary. Ability to relate effectively to children, professional and support staff and the public is essential. A working knowledge of computer networks, software and hardware, and databases used in public library operations is needed.

Physical, mental exertion/environmental conditions: Performs duties in an open space environment. Routinely and intermittently exposed to computer screen, and must take periodic breaks from screen. Leads activities requiring standing, dance movement, lifting arms, etc. May be required to lift and move light to medium weights, for example, books, displays, equipment, office supplies, etc. May drive to out of library locations. Some stress involved in interaction with children and parents.

License or Certificate: A Connecticut Motor Vehicle Operator's license is desirable.

Note: The above tasks and responsibilities are illustrative only. It is not meant to include every task or responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.