

## **Henry County Library System**

**Job Title: Children's Specialist**

**FLSA: Non-Exempt**

### **JOB SUMMARY:**

Under the general supervision of the Branch Manager and in coordination with the Youth Services Specialist for Children, aids patrons, primarily young children, and their parents, in finding materials to meet their information and recreation needs. Performs circulation and patron registration tasks. Other duties as required.

### **ESSENTIAL DUTIES:**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

- Assists children, and their parents in use of computerized catalog, helps them locate materials desired. Maintains material on the shelves in proper order.
- Does reference work of considerable difficulty. Assists/instructs children and their parents in the use of indices, on-line databases, and other specialized reference tools appropriate to the age level of the patron.
- Works with Assistant Director for Collection Development in the selection of youth and young adults materials for the facility. May meet with vendors. Develops book lists for purchase.
- Promotes the Peach Award nominees with a year-long display and ballot box.
- Familiar with a wide range of literature for children such as ALA Awards, Georgia Book Awards, Caldecott, Newberry,
- Develops, schedules, and presents children's programming at the incumbent's "home" branch library.
- Assists in the use of photocopiers, Internet computers, AWE Educational computers, and computer printers.
- Checks materials in and out to patrons, places holds on materials, receives fines and other monies. Registers patrons for borrower's cards, and enters such information into the database. (This will also include some work in the adult area of the library.)

- Helps maintain order in the facility. Answers phone calls and directs such to the proper person.
- Monitors computer and/or Internet use, checking for Internet waivers as needed.
- Maintains statistics of program attendance, computer usage, and reader services for the Branch Manager's monthly report.
- Conducts library tours for school groups, scout troops, etc.
- Participates in Summer Reading Program, developing local programs, etc.; visits area schools to promote vacation reading.
- Attends meetings and training as required.

### **REQUIRED KNOWLEDGE AND SKILLS;**

- Excellent verbal and written communication skills.
- Excellent people/interpersonal skills.
- Broad general knowledge of information sources and materials.
- Broad knowledge of young adult literature and programming techniques.
- Clerical skills with emphasis on accuracy and thoroughness.
- Basic knowledge of computers and office equipment.

### **SUPERVISION:**

Works under the supervision of the Branch Manager. Routine tasks and projects are done with little supervision.

### **SUPERVISORY CONTROLS;**

None.

### **GUIDELINES;**

The incumbent will follow the generally accepted principles of children's, and reference services, aided by regular inservice training. The incumbent must be able to set aside his or her personal biases concerning the information a parent or child may request.

### **COMPLEXITY:**

This is work of moderate complexity, requiring the incumbent to work with considerable independence under general supervision.

**SCOPE AND EFFECT:**

As Youth Services personnel deal directly with the public and thus represent the "front lines" of the Library, a pleasant personality and manner, and the ability to remain calm under stress are essential.

Accuracy and thoroughness in circulation desk duties are essential.

**PERSONAL CONTACT:**

Contacts are typically with children, youth, and their parents, co-workers, other Youth Specialists in the Henry County Library System and Media Specialists in the Henry County School System, vendors, and other Youth Specialists and training personnel at various workshops, etc.

**PHYSICAL DEMANDS:**

The work requires considerable physical activity, with much bending and reaching to obtain books, etc. There is frequent lifting of objects weighing up to 25 pounds (marginal) and use of equipment requiring a high degree of manual dexterity (essential).

**MINIMUM QUALIFICATIONS:**

Education: Associate Degree. College graduate preferred

Experience: Three or more years of public contact work with children.

Or any combination of experience and education providing the needed skills, knowledge, and abilities.