

POSTING-DICKINSON COUNTY LIBRARY

POSITION TITLE: Early Literacy/Elementary Specialist

Level: LEVEL III

RATE OF PAY: Wage Scale 2022-Level III

SUMMARY: This is a full time position with most of the hours worked spent at the Main Library. This person will be asked to fill-in at other locations on occasion. Responsibilities include, but are not limited to, circulation duties, material selection, weeding, planning and coordinating activities, programs and reference services for children birth through grade 2. (Ages 0-8 years).

As a Level III position, an employee in this position must demonstrate knowledge of library practices and procedures. The employee is able to direct and train staff members in the performance of clerical duties. The employee has the ability to organize and assists with the development of procedures within the broad guidelines set by the Director. The employee is responsible for the planning and operation of a major department or service that interacts with all library locations (e.g. early literacy).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Plans, organizes, implements and evaluates services to children, specifically focused on Ages 0 - 8.
2. Initiates, plans and conducts a variety of programs and activities to encourage the use of the library by parents & young children as appropriate. This may include library tours and orientation, Take Your Child to the Library Day, Christmas Walk/Tree trimming, school and community visits, summer reading, regular storytimes and related programs at all three (3) branches. Maintains all correspondence with participants, providing requested equipment, introducing the presenters, and providing publicity details to the Public Relations Specialist.
3. Plans and implements the Summer Reading Program at all three (3) locations, to include coordinating the programming with the Programming Committee and Branch personnel.
4. Works closely with appropriate staff from the Norway and North Dickinson branches to provide age appropriate programming and collections at the branches.
5. Develops a working relationship with institutions and organizations related to preschool and elementary children and their needs.
Develops a complete collection to meet the informational, educational and recreational needs of preschool and early elementary children. Selects, evaluates, maintains and discards juvenile materials based on professional judgment, preferences of children and acknowledged review sources at all three (3) branches.
6. Maintains appropriate sections of the new juvenile display collection of materials, including changing the status of new items when appropriate.
7. Maintains statistics and reports for birth-2nd grade children's programming.
8. Applies for grant opportunities with Administration and completes reports related to awarded funding.
9. Designs and prepares exhibits of library materials; creates and maintains displays and bulletin boards.
10. Assists in developing handouts and instructional materials for preschool and early elementary patrons.
11. Assists other library programming as needed and fills in if necessary.
12. Contributes in developing reference sources for preschool and early elementary children that may be used for the library's website.
13. Coordinates with the Cataloger to order materials for applicable annual memorials/donations.
14. Performs routine circulation duties at all locations including, but not limited to opening and closing of the circulation desk, checking materials in/out, placing/filling hold requests for library materials.
15. Maintains confidentiality of all computer records and uses discretion with all library matters involving patrons and staff.
16. Works as a team member to provide excellent proactive customer service in helping users find, evaluate and use information using the adopted Customer Service Promise as a guide.
17. Answers reference questions.
18. Provides reader's advisory service.
19. Instructs patrons with use of the online catalog, digital collections and resources, Internet, online databases, CD-ROM products, reader/printers, copy machines and general public computer use.
20. Explains library rules and policies to patrons.
21. Attends staff meetings and committee meetings as assigned; attends training relevant to the position.
22. Performs other duties as assigned.
- 23.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of child psychology preferred.
2. Knowledge of library rules and regulations.
3. Excellent interpersonal skills for dealing pleasantly and cooperatively with patrons and staff.
4. Ability and willingness to work a varied schedule of days, evenings and weekends.
5. Ability to exercise initiative and independent judgment within areas of responsibility.
6. Ability to make decisions and explain policy.
7. Creativity to develop and implement library programs and services.
8. Knowledge of computers to assist patrons and to utilize in performance of daily duties including the Internet and word processing software.
9. Puppetry or other visual aid, storytelling, demonstration and singing/musical or voice skills and abilities a plus.

EXPERIENCE AND TRAINING

Bachelor's degree, preferably with elementary/and or preschool experience or an equivalent combination of training and experience. Two years or more of progressively responsible library work experience preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to walk, sit and stoop, kneel, crouch, or crawl. The employee may occasionally be requested to lift and/or move large objects.