



POSITION VACANCY NOTICE
City of Ketchikan

June 4, 2019

SPECIFICS

TITLE: SENIOR LIBRARIAN – CHILDREN’S SERVICES			
DEPARTMENT:	Library	DIVISION:	Children’s Services
STATUS:	Regular Full-time	HOURS/DAYS:	Tuesday – Saturday Hours vary
GRADE /STEP:	753 / A - H	DUTIES:	See attached job description
MONTHLY SALARY:	\$4,303.01- \$4,775.66 DOQ	UNION STATUS:	NO
SPECIAL REQUIREMENTS:			
<p>A Bachelor’s degree from an accredited college or university is required; with a Master’s degree (MLS or MLIS) in Library Science preferred; two years of increasingly responsible library experience.</p>			

ADVERTISING REQUIREMENTS

POSITION CLOSES: JULY 1, 2019 @ 5:00 PM
APPLICATIONS MUST BE RECEIVED BY CLOSING DATE
WHERE: Local Only <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> National <input type="checkbox"/>
WHO: Ketchikan Daily News, Special agencies/associations; Job Service
OTHER: City of Ketchikan Website

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
HUMAN RESOURCES AT (907) 228-5631 OR ON-LINE AT
<http://www.ktn-ak.us/jobs>

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

SENIOR LIBRARIAN – CHILDREN’S SERVICES

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, develops and administers the activities of the Children’s Services program of the Library.

The Library is dedicated to the informational and recreational needs of the community. The Senior Librarian – Children’s Services oversees the operation, coordination, and maintenance of assigned services, and is responsible for the furtherance of this mission. The Senior Librarian – Children’s Services must perform these duties in a manner that reflects positively on the City and the Department, and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the Department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, prioritizes, assigns, supervises, reviews, evaluates, and participates in the work of lower level library staff.
2. Trains staff members, substitutes, and volunteers; develops tutorials for continued staff training.
3. Develops, administers, supervises, and coordinates the budget, resources, and activities of the Children’s Services program.
4. Establishes schedules and methods for providing library services; identifies resource and staffing needs; allocates resources and schedules staff accordingly.
5. Participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
6. Selects new materials for the Children’s and Young Adult library collections, including books, DVDs, CDs, periodicals and digital resources; evaluates, removes, and replaces items following established guidelines; analyzes current collection and removes worn, outdated, and unused materials; sorts and organizes donated materials.
7. Maintains the Children’s and Young Adult library collections, ensuring they are diverse, current, relevant and meet the needs of the community.
8. Provides library tours and presentations to schools and other community groups.
9. Promotes library patronage by using the media, including press releases, audio public service announcements; radio reports, social media, print media and regularly writing a library-related column for the newspaper.
10. Provides reference services and recommendations for patrons and outside agencies using print, media, and digital resources.
11. Collects children’s library use statistics on all programs throughout the year.
12. Plans, prepares, coordinates, and presents innovative child and family-oriented programs, including story time and other early literacy programs, STEM programs, summer reading events, crafts, visual and performing arts programs, and a variety of other programs that respond to community interests and needs.
13. Assists the Library Director in the development of Department goals, and in the implementation and evaluation of programs to meet those goals; prepares associated reports and correspondence.

14. May be responsible for Library Department operation in the absence of the Library Director.
15. Performs library circulation desk duties on an occasional basis, including circulation materials, collecting fines, and updating patron records.
16. Develops and maintains the layout of the children's library ensuring a safe and inviting area filled with relevant resources and opportunities to play and learn.
17. Partners with community organizations and maintains relationships that further community and library goals; collaborate with non-profits, businesses, and schools to develop, promote and facilitate innovative, engaging programs at the library.
18. Plans, prepares, and coordinates, the summer reading program.
19. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Professional library procedures, principles, systems, and techniques, including cataloging, acquisitions, and collection maintenance and development.
 Operations, services, activities, and terminology of a library.
 Principles of supervision.
 Children's and young adult literature.
 Preschool songs, finger plays, and stories.
 Reading-related programs for children.
 Procedures for processing library materials.
 General and specialized reference resources.
 Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
 Operating characteristics and care for a variety of library equipment including computer terminals, digital media devices, printers, and copiers.
 Bibliographic search methods and techniques.
 Principles and procedures of record keeping and filing.
 Principles and techniques of customer service.
 English usage, spelling, grammar, and punctuation.
 Dewey Decimal classification system.
 Desktop publishing and website maintenance.
 Principles of literacy and early learning skills and ability to incorporate these into programs,
 Public relations and creative marketing methods
 Graphic design principles.

Ability to:

Catalog all incoming material and enter into various databases.
 Perform multiple projects or tasks simultaneously and have strong organizational and planning skills.
 Write grants for children's library related projects.
 Provide assistance and respond appropriately to requests and inquiries from patrons.
 Oversee and participate in the physical maintenance of library materials.
 Plan and participate in reading-related programs for children.
 Communicate effectively with and relate to children.
 Effectively present information in person or on the telephone.
 Adapt to changing technologies and learn functionality of new equipment and systems.
 Perform a variety of library support duties and activities.
 Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Design, create, and maintain web pages.
Maintain accurate and complete records and files.
Communicate effectively using tact with adults.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university is required; with a Master's degree (MLS or MLIS) in Library Science preferred.

Experience:

Two years of increasingly responsible library experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a library and office setting; flexible schedule with some evening and/or weekend hours; regular interaction with the general public and numerous governmental agencies, and sales or publisher representatives.

Physical: Primary functions require sufficient physical ability and mobility to work in a library setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 7-53
Job Position Code: 37916
Union: No
FLSA: Exempt
Date Approved: December 14, 2005
Date Amended: June, 2007 (*Johnson & Associates*)
Dates Amended: July 2013 and December 2018

Human Resources Manager Approval

City Manager Approval

