

## **Job Posting – Children’s Librarian**

### **Huntington City-Township Public Library**

#### **Purpose:**

The Children’s Librarian provides professional services to patrons ages 0-12, plans programs for children, and works cooperatively with local schools. The Librarian is responsible for coordinating the activities of other employees in their service area in order to execute programs and services. Work is performed under the direction of the Assistant Director for Library Services.

**Hours:** 40 hours per week including days, evenings and weekends

#### **Examples of Work Performed:**

- Provide professional reference service and readers’ advisory for children
- Plan and execute programs and story times for children
- Oversee patrons and their use of the library maintaining the appropriate atmosphere and discipline
- Coordinate the activities of the service area

#### **Qualifications and Skills:**

- Master’s Degree in Library Science required
- At least 2 years of library experience preferred
- Knowledge of current library practices and ability to anticipate future trends
- Knowledge of best practices in children’s services
- Knowledge of personal computers and related hardware, electronic mail, the Internet, office software, document imaging, etc.
- Skill in organizing, prioritizing, delegating, and providing multiple kinds of services
- Ability to excel as a productive and positive team member
- Ability to communicate effectively both verbally and in writing
- Ability to lead an effective meeting
- Ability to establish and maintain effective working relationships with other employees, patrons, and the public
- Ability to contribute to a positive work culture that fosters excellent customer service and teamwork

#### **Compensation:**

This position starts at \$14.00 per hour. Employee benefit package includes vacation, sick leave, health insurance, holidays, and retirement benefits.

#### **Selection Procedure:**

The selection of the successful candidate will be made by assessment of education and background, review of written communication skills, oral interview; review of references, and other appropriate job-related procedures. All applicants will be notified as to the status of their application.

**Special Accommodations:**

Huntington City-Township Public Library will make arrangements to furnish appropriate auxiliary aids and services where necessary and reasonable to afford an individual with a disability the opportunity to participate in the recruitment process. Please notify the Library Director at (260)356-0824 to request special accommodations prior to the application deadline.

**To Apply:**

Submit a cover letter and resume to [jobs@hctpl.info](mailto:jobs@hctpl.info)

**Application Deadline:** January 1st, 2019

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