



**COALINGA-HURON LIBRARY DISTRICT**  
**Job Description**  
**CHILDREN'S SPECIALIST (1.0 FTE)**

**POSITION SUMMARY**

The Children's Specialist develops exciting programs and services for students. This includes planning, organizing and occasionally leading programs both inside the library and at venues around the community. The Children's Specialist performs duties which include assisting children, students and parents in using library services and facilities; coordinating special activities; marketing and communication.

This position reports to the Director of Library Services.

**SALARY SCHEDULE:** Specialist II.

**KNOWLEDGE, SKILL AND ABILITY**

Ability to acquire a working knowledge of policies and procedures pertaining to library responsibilities; knowledge of children's literature, library reference methods and procedures, and school reading programs; ability to develop public relations materials. Ability to present ideas, provide instruction, and perform storytelling and other presentations. Basic typing and computer skills are required. The ability to follow written and verbal instructions, learning the Dewey Decimal system, automated circulation system, and library circulation policies and procedures. Has knowledge of current trends in library programming and outreach for children. Is familiar with Children's literature and resources.

**WORKING CONDITIONS**

- A. Position requires attendance at meetings outside of the district.
- B. Required ability to use physical strength and agility on a continual basis, including lifting objects frequently weighing up to 30 pounds, and may require constant standing.

**DUTIES AND RESPONSIBILITIES**

- ❖ Participates in near-term and long-range planning of children's programs; involves parents, teachers and adult volunteers in programs.
- ❖ Within the scope of the approved budget, purchases books, publications, documents and other materials.

- ❖ Organizes, coordinates and carries out storytelling, school visits, and other educational cultural and library oriented recreational programs for preschool and school aged children; assists in the preparation of all children's programs.
- ❖ Supervises children on regular visits to the library.
- ❖ Assists children in locating materials and information for research or study projects.
- ❖ Assists with use of computers programs and online public access catalog.
- ❖ Prepares exhibits of books and materials.
- ❖ Prepares displays, posters, bulletins boards, to promote use of the library and facilities.
- ❖ Uses a computer for entering and retrieving information in library database.
- ❖ Prepare lists, narrative and statistical reports, and other information for **Director of Library**.
- ❖ Coordinates purchase or ordering of books and materials; participates in inventory of books and materials.
- ❖ Prepare reports for Director of Library Services.
- ❖ Provides backup for the circulation desk.
- ❖ Reserves, shelves and maintain library material.
- ❖ Responds to telephone inquiries about library programs and services. Answers reference questions as needed.
- ❖ Establish and maintain orderly conduct that is conducive to the use and enjoyment of all library patrons.
- ❖ Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

1. AA degree and one year experience in a public library setting which can include internships or work as a substitute; OR
2. A combination of education and experience equivalent to an AA with courses that include either business, liberal studies or closely related field or specialized course/training equivalent to satisfactory completion of two-year degree, one year experience working with children and one year customer service

Board Approved: ??