

Job Description – Children's Services Librarian

Job Title: Children's Services Librarian

FLSA Status: Non-Exempt (hourly) — eligible for overtime/compensatory time in accordance with the Fair Labor Standards Act and the SOCPLS Personnel Policy Manual.

Employment Status: Full-Time

Supervisor: Executive Director, Deputy Director

Direct Reports: Interns and volunteers assigned to Children's Services

Job Summary

This full-time position manages children's services for SOCPLS, maintains the children's area, and selects materials for the children's collection. The Children's Services Librarian assists at circulation and reference as needed and performs other duties assigned by the Deputy Director or Executive Director.

Essential Duties and Responsibilities

- Plans and conducts programs for children that encourage reading, learning, and use of library materials and facilities, including early-literacy and STEM/STEAM programming.
- Selects books, audiovisual materials, and digital resources of interest to children for the collection.
- Assists children and caregivers in selecting and locating library materials.
- Confers with teachers, parents, and community groups to develop programs that improve children's reading and communication skills.
- Compiles reading lists and resource guides for children and families.
- Collects and reports program and service statistics.
- Assists patrons and coworkers; escalates situations to management or emergency services as appropriate.
- Maintains a welcoming, organized, and safe children's area, consistent with the SOCPLS Safe Child and Vulnerable Person Policy.
- Demonstrates a clear understanding of and adherence to library policies and procedures.
- Exercises sound judgment in non-routine or sensitive situations.

Core Competencies

Work Ethic: Productive, diligent, punctual, and efficient; abides by policies and pursues professional development.

Service Orientation: Anticipates and meets the needs of patrons; responds to requests professionally and courteously.

Programming & Communication: Delivers engaging storytimes and programs using voice, gesture, and interactive elements suited to a range of ages; communicates clearly in writing and speech.

Self-Management: Manages time and multiple priorities; selects materials and activities appropriate to targeted age groups.

Customer Relations: Applies the library's mission in every patron interaction; projects a positive, welcoming image.

Library Technology: Proficient with the library catalog, online databases, children's digital media/apps, and standard office technology.

Professional Maturity: Manages conflict; knows when to refer issues to management or emergency services; maintains confidentiality.

Minimum Qualifications

- Bachelor's degree required; Master's degree in Library and Information Science (MLIS) preferred.
- Experience working with children in a library, education, or related setting preferred.
- Comfort with public speaking and group facilitation for varied audiences, including toddlers through pre-teens.

Working Conditions

Evening and occasional Saturday work is required as part of the regular schedule. This position involves continual, direct contact with the public and may require working alone in a branch for extended periods. The employee must be able to work effectively with patrons of all ages, from young children to senior citizens, and must exercise sound judgment in non-routine or potentially sensitive situations. Duties may occasionally involve exposure to dust or to areas where climate control is not consistently available.

Physical Demands

This position regularly locates and retrieves library materials of varying size and weight throughout the facility; occasionally positions self to access materials on high or low shelving, including use of a step stool; frequently operates a computer and standard office equipment requiring repetitive hand and arm motion; occasionally moves or transports materials, equipment, or furniture weighing up to 45 lbs., and pushes or pulls loaded book carts or dollies weighing up to 100 lbs.; remains in a stationary position (sitting or standing) for extended periods; must be able to detect and read text on computer screens and printed materials; must be able to communicate effectively, in person and by phone, with the public and coworkers. Reasonable accommodation will be made in accordance with the ADA for individuals who can perform the essential functions of the position with or without accommodation.

Equal Employment Opportunity

The Starkville-Oktibbeha County Public Library System (SOCPLS) is an equal opportunity employer. SOCPLS does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability, genetic information, or any other characteristic protected by federal, state, or local law. SOCPLS complies with the Americans with Disabilities Act (ADA) and will provide reasonable accommodation to qualified individuals with disabilities, and with the Pregnant Workers Fairness Act (PWFA), consistent with the Library's Personnel Policy Manual. Requests for accommodation should be directed to the Executive Director.

Disclaimer

This job description is not intended to be an all-inclusive list of the duties, responsibilities, knowledge, skills, and abilities associated with this position. Rather, it describes the general nature and level of work performed. SOCPLS reserves the right to revise this job description at any time, and this document does not create an employment contract, implied or otherwise, and does not alter the at-will nature of employment except as provided by applicable law and the SOCPLS Personnel Policy Manual.