

LIBRARY – FULL TIME POSITION VACANCY
APPLICATION DEADLINE: February 19, 2021 at 5pm

JOB DESCRIPTION: CHILDRENS SERVICES LIBRARIAN

Full Time / 40 Hours plus Benefits

Summary of Job Responsibilities:

Performs a wide variety of library work in the youth services area to assist younger patrons with daily operational needs of the library.

Job Duties:

Provides service at the children's services desk, including reference/homework help, checking materials in and out, and collecting fines and fees; collection development; readers' advisory; instructing patrons how to use the online catalog; shelf maintenance, including shifting and weeding materials; programming for children; outreach at the schools and local daycares; promoting the children's services department in the community; assisting with special projects; general cleaning; attending staff meetings to discuss ideas for improvement; applying all Board-approved policies and administrative procedures; and other duties as assigned.

Supervising Authority:

Supervises volunteers assigned to the Children's Services Area. Directs library assistants when working in the children's area.

Special Working Conditions:

Work is performed primarily in a library environment. This includes both sitting and/or standing for long periods of time. The employee will need the ability to lift heavy items from high and low settings; sufficient vision or other powers of observation for reading, sorting, shelving, retrieving library materials, and using a computer; and general mobility skills.

Minimum Qualifications:

Substantial technology skills and at least three years working with children.

How to Apply:

Submit cover letter, resume and 3 professional references to:

Library Director
Glenwood Public Library
109 N. Vine Street
Glenwood, IA 51534
library@glenwood.lib.ia.us