



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: JULY 11, 2016

CLOSING DATE: JULY 25, 2016

TITLE: LIBRARIAN I/ CHILDREN'S LIBRARIAN GRADE: 210

DEPARTMENT: MAIN CHILDREN'S

BARGAINING UNIT: AFSCME PROF.

ENTRY RATE: \$17.61/HR \$34,340/YR

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

Professional level program planning and coordination, community outreach, collection development, and reference services for youth, and all other related work as required.

DUTIES & RESPONSIBILITIES:

The Children's Librarian must be energetic, creative, collaborative, forward-thinking, and service-oriented. The successful candidate will be highly knowledgeable in the area of children's programming, early literacy, emerging technology, and innovation. Working both independently and in a team, s/he will help lead the library in creating superb, specialized youth services for the community.

- Plans, implements, and evaluates creative and responsive services and programs for children.
- Performs collection development.
- Provides reference and readers' advisory services.
- Maintains an inviting and safe environment for children.
- Researches grant possibilities and seek funds to support children's collections and programs.
- Participates in developing and communicating goals, policies, and procedures related to the public.
- Collaborates with community agencies to promote library services and advocate for youth.
- Compiles, reviews, and interprets statistical data regarding use of youth services.

KNOWLEDGE, SKILLS, & ABILITIES:

- Broad and current knowledge of children's media and trends.
- Enthusiasm for working with youth.
- Ability to take initiative and work both independently and collaboratively.
- Must possess excellent communication, interpersonal, and team skills.

- Teaching, public speaking, and performing skills.
- Experience working with diverse cultures and learning styles.
- Broad knowledge of the intellectual, emotional, psychological and physical development of children.
- Excellent customer service knowledge and skills.
- Planning and organizational skills.
- Current computer and technology skills
- Willingness to learn new technology and job-related skills.
- Familiarity with Integrated Library Systems and other library applications.
- Experience with web applications and demonstrated ability to identify, evaluate, and use emerging technologies effectively to enhance youth services.
- Ability to professionally analyze technical problems and arrive at timely solutions

MINIMUM REQUIREMENTS/QUALIFICATIONS:

Candidate must hold an ALA accredited Master's Degree in Library and/or Information Sciences preferred, but related Master's degree will be considered. A minimum of 3 years of Youth Service experience preferred. Valid driver's license and reliable transportation required. Candidate must be able to type at least 30 words per minute. This job requires a high level of mobility: employee needs to stand for long periods of time, bend over, squat, twist, stoop, climb, and lift.