

**JOB ANNOUNCEMENT
CHILDREN'S PROGRAMMER**

The City of Richmond is accepting applications for the full-time position of Children's Programmer for the City of Richmond's Lois Wagner Memorial Library. The rate of pay is \$14.51 per hour. The minimum qualifications are: associates or bachelor's degree, knowledge of children's and young adult library services, programs, and literature, and the ability to initiate, execute, and evaluate library programs and services. The Children's Programmer works under the supervision of the Director. Some evening and weekend hours required. Applications and the complete job description may be obtained at the Lois Wagner Memorial Library, 35200 Division, Richmond, Michigan, or online at www.cityofrichmond.net/jobs. Please send the application, a resume and three refs. To: Julianne Kammer, Library Director, City of Richmond, Lois Wagner Memorial Library, 35200 Division, P.O. Box 457, Richmond, Michigan 48062. Position open until filled. EOE

Lois Wagner Memorial Library

Job Description: CHILDREN'S PROGRAMMER

Nature of Work:

Performs professional tasks related to library work with children and young adults. Works to develop and implement programming and develop and maintain the children and young adult collection. Covers circulation desk as required, as well as other related library duties. Works under the supervision of the Director.

Primary Responsibilities:

- Selects, processes and manages materials for the children's & young adult print and non-print collections
- Plans, develops, and coordinates story hours and other programs for children in order to encourage reading, viewing, and listening of library materials and to foster early literacy
- Performs reference and reader's advisory guidance service for children, parents and educators
- Identifies trends in Children's and Young Adult literature
- Reviews and recommends policies relating to the Children and Young Adult collections
- Analyzes community needs in developing programs that will maintain strong community support for youth services.
- Assists patrons in using the online catalog and other electronic tools and resources; assists and instructs patrons in using library services, equipment, and facilities
- Creates displays to enhance the library experience and to promote use of library resources

Additional Responsibilities:

- Conduct tours and orientation sessions at the library as requested
- Compile and report monthly statistics to the Director
- Use a variety of media to publicize children's activities in the library
- Visit elementary schools, childcare centers, and community groups to explain and promote the public library and children's services
- Represent the Library as Children's Programmer in outside community activities as assigned.
- Assumes responsibility for the Library in the absence of the Director and the Library Technician.
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to children's library services
- Performs other duties as assigned

Required Knowledge, Skills, and Abilities:

- Associates Degree or Bachelor's Degree
- Knowledge of children's and young adult library services, programs and literature
- Ability to initiate, execute, and evaluate library programs and services, and to project a positive image of the library and its service programs
- Enthusiasm for working with youth of all ages and diverse interests

- Ability to operate computers with proficiency using library software, word processing, and the Internet
- Ability to communicate and work effectively with children, parents, educators, and library staff.
- Excellent customer service attitude
- Creative and flexible with the ability to prioritize tasks and work independently
- Flexibility to work a variety of scheduled hours

Desirable Qualifications:

- Master's Degree in Library Science from an ALA-accredited institution or currently enrolled.
- Experience working in a public library
- Experience developing and producing public events for diverse audiences
- Familiarity with social and technological trends
- Knowledge of the philosophy, resources, and techniques of public library services for adults, young adults, and children

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Children's Programmer is frequently required to:

- Sit, stand, walk, talk, and hear
- Stoop or bend, lower shelves, and reach with hands and arms to top shelves using a safety stool
- Use hands to handle library materials, lifting or moving up to 20 lbs. frequently, and up to 50 lbs. occasionally
- Use hands to operate objects, tools, or controls
- Work in an environment subject to continuous interruptions and background noise
- Work under stress from deadlines, public contact, and changing priorities and conditions
- Input data in the automated library system, utilizing a keyboard
- Travel to meetings both inside and outside of Richmond

Specific vision abilities are required for this job, which include close vision and the ability to focus. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.