

Job Title:	School Liaison Children’s Librarian	Classification:	Librarian
Department/Group:	Children’s Services	Position #:	558
Location:	Indian Creek Library	Position Type:	Full-Time Exempt
Level/Salary Range:	\$44,762.00/yr.	Schedule:	Mon 9:00-5:30 pm Tues 12:00-8:30 pm Wed 9:00-5:30 pm Thu 9:00-5:30 pm Fri 9:00-5:30 pm This position works weekends on a rotating basis. Saturday 8:30 – 5:00 pm Sunday 1:00 - 5:00 pm Schedule subject to change in order to meet the needs of the department and to accommodate various meetings, events and outreach opportunities.
HR Contact:	Leslie K. Ellsworth	Date posted:	October 23, 2018
Benefits:	Holiday, Vacation and Sick leave; 2 Health Plans; Prescription Drug Coverage; Vision and Hearing, Dental; Flex Plan; Employee Assistance Program; Long Term Care; KPERS; Deferred Compensation Plan		
Internal posting URL:	http://www.olathelibrary.com/employment		
Applications Accepted By: Open until filled			
FAX OR E-MAIL: Resumes and cover letters can be send to Leslie Ellsworth. (913) 971-6839 or ellsworth@olatheks.org Subject Line: Attention: HR Department #558 Librarian		MAIL: Leslie K. Ellsworth Olathe Public Library 201 E. Park St. Olathe, KS 66061	
Job Description			
ROLE AND RESPONSIBILITIES: Works closely with the Olathe School District and other Olathe schools to promote the library, educate students and school staff on library services, and coordinate cooperative programming and initiatives. Supervises and evaluates library assistants. Provides reader’s advisory assistance, reference service and programming for children, parents and adults working with children from infancy through the fifth grade.			
ESSENTIAL DUTIES: <ol style="list-style-type: none"> 1. Provides reference, information and reader’s advisory services to library customers, using print and electronic resources requiring a high degree of knowledge and skill. 2. Able to instruct customers in library services and resources in order to make necessary referrals between the Downtown and Indian Creek library. 3. Maintains confidentiality in all customer and staff interactions. 4. Maintains effective, courteous working relationships with all library customers. 			

5. Works as a team member with other staff and volunteers.
6. Identifies, evaluates and implements appropriate service enhancements to continually improve effective and efficient delivery of services.
7. Assists in the establishment of library policies and procedures.
8. Provides tours, library instruction and outreach for community groups, organizations and schools.
9. Accepts responsibility as professional in charge of the building and service area when so designated.
 - a. Accepts responsibility for overseeing staff
 - b. Monitors library activities
 - c. Delegates responsibilities
 - d. Enforces library policies
 - e. Secures the building
 - f. Ensures that library operations run smoothly
10. Responsible for selection, collection development and maintenance of library materials as assigned by the area supervisor or library director.
11. Performs computer functions that require a high degree of skill and specialization.
12. Accepts responsibility for the development and delivery of library programming.
13. Participates in library staff meetings and community and professional activities directly related to their area of responsibility.
14. Demonstrates leadership and proactive attitude in library's strategic planning process.
15. Remains current on advancements and changes in the field of library science related specifically to job duties, attending workshops and training sessions as needed.
16. Duties as assigned.

SPECIFIC DUTIES:

1. Facilitates the use of the children's game, Internet and online catalog computers.
2. Provides tours, library instruction and outreach for community groups, organizations and schools.
3. Develops displays.
4. Develops and executes preschool programs, including, but not limited to, story times.
5. Develops and executes programs for elementary age children.
6. Contributes book reviews to the Holiday Staff Picks and Staff Pick of the Month.
7. Supervises and evaluates Children's department Library Assistants at Indian Creek.
8. Attends school district meetings and functions, such as: monthly Board of Education meeting, elementary school principal meetings, elementary school librarian meetings, Olathe Public Schools Foundation breakfast, Olathe School District Alumni Wall of Honor dinner, etc.
9. Actively develops partnerships and initiatives with Olathe School District and individual schools (both OSD and non-OSD schools within Olathe).
10. Seeks out and participates in outreach events at individual elementary schools to promote library materials, programs and services, one such example is FLiP (Families Learning in Partnership).
11. Coordinates the summer bookmobile program with the Olathe School District's summer school program.
12. Works with the Olathe School District to promote the library's summer reading program.
13. Contacts non-OSD schools within Olathe to facilitate delivery of summer promotional materials in the spring.
14. Works closely with the Olathe School District's Library Media Coordinator.

15. Works with the Teen Librarian to promote cooperation, communication and sharing of ideas between departments and with the school district.
16. Attends monthly Community Organizations Breakfast.
17. Attends the Johnson County School and Public Librarians meetings.
18. Participates in the story time rotation.
19. Provides back-up for the Rhyme Time and Toddler Time programs at Indian Creek.
20. Performs other job-related duties as assigned.

EDUCATION AND EXPERIENCE:

MLS from an ALA accredited institution.

Experience and/or coursework in children’s literature/services preferred.

Working knowledge of library automation procedures, electronic reference, and use of the Internet for library services.

Previous library work experience preferred.

AED/CPR certification or willing to obtain certification.

ATTRIBUTES:

The successful candidate will have developed skills in the areas of oral and written communication, organization and use of information technologies. Must be able to speak publicly with enthusiasm and friendliness, and effectively present in a variety of settings. (i.e. One-on-one, group, peer, etc.) Able to effectively communicate with adults and children from diverse socioeconomic and ethnic backgrounds to instill passion for reading and promote lifelong learning. Aptitude for detail work. Must enjoy working with children. A commitment for professional level library service is important, especially in the strategic application of new trends in library services. Ability to work independently, make decisions and exercise professional judgment. Able to work in a team environment and to handle multiple tasks in a fast paced public service setting.

PHYSICAL REQUIREMENTS:

Work involves bending, reaching, lifting up to 40 lbs., pushing and maneuvering book carts filled with library materials, walking and other limited physical activities; operation of computer and information technology equipment is required. Regular contact is made with employee, volunteers and the general public.

SUPERVISION:

Children’s Services Manager

Last Updated By:	Leslie K. Ellsworth	Date/Time:	October 23, 2018
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