

TOWN OF NORTH HAVEN PERSONNEL REQUISITION

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: June 10, 2015

Closing Date: WHEN FILLED.

FROM: DIRECTOR OF LIBRARY SERVICES

DEPARTMENT: LIBRARY

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Librarian (Children's)	II	\$61,152.	\$61,152.

PERMANENT: Yes TEMPORARY: No If Temporary, for how long? N/A WHICH SHIFT? Days

FULL TIME: Yes HOURS: 35 PART TIME No If part time, what hours or days? N/A

II. REASON FOR NEED

REPLACEMENT: Yes No

ADDITION: Yes No If yes, state funding.

If yes, person(s) to be replaced. P. Laterza

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL HIGH SCHOOL COLLEGE COMMERCIAL OTHER

EXPERIENCE:

This is a 35hr/week position and part of a collective bargaining unit. The successful candidate will be expected to work two evenings a week and Saturdays in rotation without exception.

See attached job description.

APPROVED BY: _____ SEL

_____ DF/A

_____ DLS

Children's Librarian Position

BASIC FUNCTIONS

Performs professional and supervisory work in planning, organizing, implementing and managing services to children from birth through age 14 and their caregivers. Fosters literacy, encourages reading for the support of school assignments.

PRINCIPAL RESPONSIBILITIES AND DUTIES

Responsible for the daily operation and management of the Children's Department. Creates an environment to attract children and young adults.

Oversees the collection of both print and non print materials for children. Manages the selection, inventory, weeding and development of the collection.

Responsible for all aspects of planning and implementation of activities to attract children to the library and stimulate their interest in reading.

Responsible for the selection and design of programs, performer contact, negotiation and promotion of activity.

Develops and schedules programs for parents and childhood professionals. Creates and develops annual summer reading program.

Promotes interest in the library as a community resource.

Performs outreach programs to schools and community organizations. Attends meetings of local agencies that deal with children. Liaison with Friends of the Library. Works with Friends for fund raising and special events relating to children's activities.

Schedules, trains and supervises all personnel in the department. Responsible for instruction of staff in policy, programs, and automated procedures. Delegates and assigns duties. Participates in the recruitment of new employees.

Maintains departmental expenditures for materials and programming.

Attends meetings and participates in professional library organizations.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of children's and young adult literature.

Enthusiasm and rapport with children. Ability to deal tactfully and effectively with library patrons. Ability to resolve situations of conflict in a calm manner.

Strong interpersonal and supervisory skills. Communicates effectively orally and in writing. Strong planning and organization skills.

Knowledge of automated circulation systems.

Ability to set priorities and work with frequent interruption.

Basic knowledge of child development.

Ability to work effectively with superiors, subordinates, and the general public.

PHYSICAL DEMANDS

While performing the duties of this job the employee must stand, walk, sit, stoop, kneel, crouch and reach with hands and arms.

Employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move 25 pounds.

EXPERIENCE, TRAINING AND EDUCATIONAL QUALIFICATIONS

Masters Degree in Library Science (MLS) from an American Library Association (ALA) accredited college or university plus three to five years experience in a public library Children's Department including one to two years in a supervisory capacity.