

**CHILDREN'S DEPARTMENT HEAD – COLUMBUS PUBLIC LIBRARY**

**DESCRIPTION:**

Under the general direction of the Branch Manager, plans, implements, and evaluates library service to children.

**DUTIES AND RESPONSIBILITIES:**

1. Plans and supervises the work of the Children's Department, including programs, readers advisory, reference service and computer use.
2. Supervises, evaluates and trains the Children's Department staff.
3. Develops, plans and performs library programs for children aged birth to 11 and their families.
4. Selects and evaluates library materials for children.
5. Assists in drafting and recommending children's library policies and practices.
6. Assists in preparing the annual budget, particularly as it relates to children's services and needs.
7. Monitors the effectiveness of departmental services, collections, and programs.
8. Works with the Library Program Manager and other children's staff to plan and implement children's programs, activities, and workshops.
9. Applies for and monitors grants pertaining to children's services.
10. Represents the library at regional, state, and national library related conferences, meetings, and seminars.
11. Compiles and presents children's services narrative and statistical reports as required.
12. Keeps current on new library materials and technologies.
13. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
14. Daily attendance and punctuality is required.

**QUALIFICATIONS:**

1. Knowledge of purpose and mission of a public library.
2. Extensive knowledge of children's literature.
3. Demonstrated interest in and genuine desire to serve children.
4. Ability to communicate effectively with staff, supervisors, and customers.
5. Knowledge of current practices, strategies and trends in library practice in general and in the children's services in particular.
6. Ability to work nights and weekends as needed.
7. Ability to manipulate stacks of books and similar materials weighing up to 50 pounds and loaded book trucks weighing up to 100 pounds.

**ESSENTIAL KNOWLEDGE AND TRAINING:**

1. MLS from an ALA accredited institution.
2. At least five years of experience working with children, with at least two years of supervisory experience preferred.
3. Demonstrated proficiency in the use of the Internet and computer software applications.

**NOTE: This job analysis describes the nature and level of assignments normally given in this position. They are not meant as an exhaustive list of duties. Additional related duties may be assigned.**