

VACANCY ANNOUNCEMENT: 2019-001

January 25, 2019

Job Title: YOUTH SERVICES LIBRARIAN

OPEN UNTIL FILLED, FIRST REVIEW OF SUBMISSIONS WILL OCCUR AFTER FEBRUARY 20th, 2019.

This position is regular full-time hourly employment. Salary Range is \$10.00-\$15.00, depending on qualifications and experience. Overtime is not required.

SUMMARY

Under the direction of the Library Services Director, plans and conducts the youth classes and services of the library; shares duties with other librarians in customer service and circulation desk activities, purchasing youth items, cataloging, covering books, shelving and phone support as well as other routine tasks.

ESSENTIAL JOB FUNCTIONS

- Plans and conducts preschool story hour classes on a weekly basis.
- Plans and conducts a summer reading classes for children ages preschool through teens.
- Plans and conducts a book discussion group for interested children.
- Communicates with home schoolers, teachers, students, parents and community members to help improve library services.
- Provides attractive displays and settings to encourage reading.
- Plans and conducts occasional special classes after school or around holidays.
- Assists in book selection and inventory of youth materials for circulation.
- Works closely with library director in planning programs and maintains an effective working relationship with fellow staff members. Has a cooperative team spirit and collaborates with other librarians.
- Uses library provided means for continuing education and training. Attends training, workshops, conferences and other continuing education related to youth services as approved by the director.
- Performs other duties assigned by director.

KNOWLEDGE SKILLS AND ABILITIES

- Strong and effective communication skills.
- Knowledge on how to conduct story hour appropriate to preschool children, using stories, songs, action rhymes, board books, etc.
- Ability to organize, plan and conduct programs for the entire year, well in advance of carrying them out.
- Ability to communicate effectively with children, parents, staff and all library patrons in person and over the telephone.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all inclusive listing of work requirements.

The City of Kingfisher
301 N. Main St.
Kingfisher, OK 73750
(405)375-3705
www.kingfisher.org



- Knowledge in using Book Systems is a plus, MS Office; general computer and office equipment skills required.
- Strong time-management and multitasking skills required

PHYSICAL ENVIRONMENT

- Standing, kneeling, climbing, sitting, walking, and stooping on a regular basis.
- Ability to lift, carry, push and pull 30 pounds.
- Indoors, tobacco free environment.
- Occasional travel for training within the State

QUALIFICATIONS

- High school diploma or GED required. College degree preferred. Willing to attend classes in continuing education and Oklahoma Department of Libraries certification.
- Keyboarding and computer experience.
- Previous library work experience preferred.
- Previous job experience working with children in some capacity, at school or preschool is highly desired.
- Must enjoy working around children of all ages.

Point of contact for additional inquiries is Mike Tautkus, Library Services Director at librarian@kingfisher.lib.ok.us or (405)375-3384