

CITY OF DERBY JOB POSTING
DERBY PUBLIC LIBRARY
JOB TITLE: CHILDREN'S LIBRARIAN

NATURE OF WORK: This position involves the coordination, supervision and implementation of children's library services and programs with direct services to the public. This position requires working directly with children and their families, development of children's library resources, materials and events in coordination with other library services. Duties include selection of age-appropriate books and media of interest to children to be acquired by the library, assisting users in the selection and placement of library materials and coordination of planning and conducting programs for children birth to twelve years of age and their parents/guardians. This position requires both independent judgement and has the responsibility for making professional level technical decisions. This position requires that the employee have considerable knowledge, skill and ability in every phase of the public library field, particularly as it relates to children's library services.

EDUCATION, EXPERIENCE AND TRAINING: A Master's Degree in library science (MLS) or a Master's Degree in library and information science (MLIS) from an accredited college or university plus three (3) years of library administration or management experience. Significant progress toward MLS or MLIS combined with relevant experience will be considered. Applicants with a graduate degree in education or a related field are encouraged to apply. An excellent knowledge of children's books and literature is a must. Previous experience working with children and families is required.

KNOWLEDGE, SKILLS AND ABILITIES: The successful Children's Librarian must possess the following minimum attributes of Knowledge, Skills and Ability:

A thorough knowledge of the needs and abilities of children and the available library materials and services on hand, print and digital. Knowledge of library reference and cataloging methods. Considerable ability in communication - both oral and written and must be computer literate. Ability to assist and teach users of computer systems in the library. Considerable ability to administer and develop the activities of a children's library service and supervise the work of others. Excellent interpersonal skills with both children and parents/guardians. Must have the ability to be an effective storyteller and program coordinator and leader. Must be effective in establishing and maintaining effective working relationships with patrons, City Administration, Library Board, superiors, subordinates, associates and other officials of other agencies. Considerable knowledge of the principles and practices of public library functions and integrated library systems. Excellent knowledge and experience with public administration principles and practices as applied to public library administration. Must have familiarity with the ethics and values of the profession, including an understanding of the Library Bill of Rights, the ALA Code of Ethics, freedom of information, confidentiality of library records, and privacy issues. Ability to develop, prepare and implement new and effective programs for tweens, elementary school aged children, preschoolers, toddlers and babies. Ability to interact tactfully and courteously with the public and with staff and volunteers. Must be able to select books, media and materials for acquisition and withdrawal from the children's collections. Experience and ability to manage and supervise maintenance preservation, withdrawal and disposal of approved materials. Must prepare and administer children's department budget and maintain control of expenditures within approved parameters.

EXAMPLES OF DUTIES:

Directs and supervises the operations of the children's library services; Provides assignments to staff; Reviews, evaluates, selects and catalogs books and materials of interest to young readers and guardians; Provides reference services to patrons and readers' advisory services; Coordinates children's service operations with other library services and functions;

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Develops programs and services of interest to children and guardians to meet the specific needs of children in the community; Prepares and presents library programs; Monitors the condition of the children's service area and the security of the children's and young readers collections and areas; Meets with members of the library and others in order to coordinate activities and exchange information; Conducts circulation duties, provides tours of the library and department, issues books and library cards to patrons; Locates reserved books and materials; inspects books for damage; collects fines; Works in collaboration with outside agencies, schools and community organizations to promote library activities and services for babies, toddlers, school age children, tweens and parents/guardians; Represents the library on children's services committees and fills in for Library Director in the Director's absence; Prepares regular narrative and statistical reports for the Director; Recommends policy changes to the Director and reports goals achieved to the Director; Covers circulation desk, as necessary; Performs related work as required.

EXPERIENCE WITH TOOLS AND EQUIPMENT REQUIREMENT:

Phones, computer, copier, Microsoft WORD, EXCEL, POWER POINT, OUTLOOK, Bibliomation and library-related software, Google Suite, Canva, and social media are essential.

Must be able to push/pull 100 pounds and lift objects up to 30 pounds. Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance and sit.

PROBATIONARY PERIOD:

The successful applicant shall be subject to a probationary period of ninety (90) calendar days. This position is part of a collective bargaining unit. This description lists only those job duties necessary for salary evaluation and does not include every job requirement.

HOW TO APPLY: Applicants must complete a City of Derby job application available on the City of Derby website and submit with a cover letter and resume to the Human Resources Department, Derby City Hall, 1 Elizabeth Street, Derby, CT 06418. [City of Derby, Connecticut Human Resources](https://www.cityofderby.org/humanresources)

This is a full time position. The pay rate for fiscal year 2026/2027 is \$54,070-\$64,030 as negotiated in the Collective Bargaining Agreement for Library Employees between the City of Derby and Local 1303-420 of Council #4 AFSCME, AFL-CIO

The posting for this position will be open until filled. Qualified candidates should submit their completed City of Derby application along with a cover letter and resume to the above address. Or email to humanresources@derbyct.gov

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Derby is an equal opportunity employer. EOE/MF

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SUPERVISION RECEIVED: Works under the direction of and reports to the Library Director.

SUPERVISION EXERCISED: Directs the work of any staff or volunteers assigned to the children's library services and programs in the Library System.

EXAMPLES OF DUTIES:

Directs and supervises the operations of the children's library services;
Provides assignments to staff;
Reviews, evaluates, selects and catalogs books and materials of interest to young readers and guardians;
Provides reference services to patrons and readers' advisory services;
Coordinates children's service operations with other library services and functions;
Develops programs and services of interest to children and guardians to meet the specific needs of children in the community;
Prepares and presents library programs;
Monitors the condition of the children's service area and the security of the children's and young readers collections and areas;
Meets with members of the library and others in order to coordinate activities and exchange information;
Conducts circulation duties, provides tours of the library and department, issues books and library cards to patrons;
Locates reserved books and materials; inspects books for damage; collects fines;
Works in collaboration with outside agencies, schools and community organizations to promote library activities and services for babies, toddlers, school age children, tweens and parents/guardians;
Represents the library on children's services committees and fills in for Library Director in the Director's absence;
Prepares regular narrative and statistical reports for the Director; Recommends policy changes to the Director and reports goals achieved to the Director;
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Performs related work as required.

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Ability to assist and teach users of computer systems in the library.

Considerable ability to administer and develop the activities of a children's library service and supervise the work of others.

Excellent interpersonal skills with both children and parents/guardians.

Must have the ability to be an effective storyteller and program coordinator and leader.

Must be effective in establishing and maintaining effective working relationships with patrons, City Administration, Library Board, superiors, subordinates, associates and other officials of other agencies.

Considerable knowledge of the principles and practices of public library functions and integrated library systems.

Excellent knowledge and experience with public administration principles and practices as applied to a public library administration.

Must have familiarity with the ethics and values of the profession, including an understanding of the Library Bill of Rights, the ALA Code of Ethics, freedom of information, confidentiality of library records, and privacy issues.

Ability to develop, prepare and implement new and effective programs for tweens, elementary school aged children, preschoolers, toddlers and babies.

Ability to interact tactfully and courteously with the public and with staff and volunteers.

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