Waco-McLennan County Library

Children’s Librarian

MINIMUM SALARY: $ 47,700

Are you creative, energetic, and innovative? Then the Waco-McLennan County Library wants you to join its team. We are searching for someone who is passionate about providing excellent library services to the children and families of Waco and excited about new challenges.

• Provides technical and professional assistance to library patrons, primarily children and caregivers.
• Develops and presents special programs to meet the informational, educational, and recreational needs of children, including outreach programs.
• Develops and maintains the children’s collection: reviews books and electronic media available, evaluates options, selects materials to meet the needs of children and recommends additions to the collection; reviews and evaluates current collection and recommends the removal of books and other resources that are no longer appropriate for the collection.
• Instructs patrons, primarily children, in the use of library materials and online catalog.
• Creates library publications, including bibliographies, guides, and displays for the Children’s Department.
• Maintains discipline and order in the children’s department.
• Provides basic circulation service as needed
• Gathers and compiles data for reports and prepares statistical and analytical reports of children’s activities.
• Promotes children’s programs and services to community agencies, advocates, and citizen groups.
• Substitutes at branches as needed.
• Performs other related and assigned duties as required.

Specific knowledge and skills required:
• Special knowledge of publishing trends, authors, titles, and reading interests of children
• Knowledge of childhood development and learning stages
• Knowledge of recreational and educational needs of children
• In-depth knowledge of library materials, services, and operations
• Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines
Qualifications

Required:
- Master’s Degree in Library Science from an ALA accredited institution.
- Public Library experience.
- Experience working with children.

Preferred:
- Supervisory experience

TO APPLY:

Applicants must submit a completed City of Waco application in order to be considered for this position. Resumes may be attached to the completed application but not in lieu of one.

www.waco-texas.com