

Brockton Public Library

Applications for the position of **Head Children's Services Librarian** are being accepted for appointment by the Board of Library Trustees beginning June 6, hire date to be determined. This is a full time (35 hours per week) year round position required to work one or two evenings a week, two Saturdays out of four, and morning, afternoon, and evening hours. The position will be subject to a six (6) month probationary work period. The position will be compensated in eight step raises (on or after the anniversary of employment).

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
45,782	46,982	48,224	50,526	52,990	54,802	57,874	61,362

Duties:

- + Interviews, trains, supervises and evaluates departmental personnel (staff and volunteers)
- + Oversees collection development for the Main Library's children's materials including: establishing priorities, administering budget, coordinating ordering and weeding, evaluating donations, and assessing mending needs
- + Provides reference and readers advisory materials and aids
- + Plans, promotes, conducts and oversees storytelling sessions and other programs and special events for children.
- + Assists patrons and staff in using computer resources
- + Serves as liaison with public and private schools
- + Coordinates contact with school, community groups and agencies to improve and extend library services for children
- + Coordinates children's programs and services with branch librarians
- + Inputs or oversees the inputting of data into the OCLN database
- + Oversees and/or provides full range of circulation services: charges, renews, reserves, and shelves library materials: issues library cards: processes overdue notices and reports
- + Coordinates, displays and exhibits for children at the Main Library and at designated outside exhibit areas
- + Maintains, in conjunction with the schedule maker, the weekly work schedule
- + Prepares reports as requested
- + Responds to mail, fax, and e-mail requests for information regarding children's services
- + Maintains circulation, program attendance, and financial record
- + Assists in the development of library policies and procedures
- + Assess budget and supply needs of the department
- + Participates in grant writing
- + Serves on professional and network committees
- + Participates in workshop and training opportunities
- + May be required to serve as "Librarian in Charge" in the absence of the Assistant Library Director and Library Director
- + Performs other duties as assigned by the Assistant Library Director and Library Director

Qualifications:

- MLS required, experience in a public service library position preferred
- In-depth knowledge of children's literature required
- Experience in collection development, reference, library promotion and outreach required
- Technical skill searching the Internet, on-line services and CD ROM products required
- Successful experience as a supervisor preferred

- Excellent oral and written communications skills required
- Ability to relate to children, parents, teachers and staff with professional friendliness, patience, tact and resourcefulness

Benefits:

The position is covered under the terms of the contract with the Brockton Public Library Employees' Association, SEIU, Local 888. Interested applicants should forward a letter of application and resume by to: Paul Engle, Library Director, Brockton Public Library, 304 Main Street, Brockton, MA 02301 or by email: pengle@cobma.us. The City of Brockton requires residency within one year of appointment and must remain a resident for 7 years. Finalists will be subject to a Criminal Record Information (CORI) check, and the City of Brockton is an Equal Opportunity/Affirmative Action Employer.