

MASSILLON PUBLIC LIBRARY

PUBLIC POSITION ADVERTISEMENT DATE POSTED: April 7, 2008

POSITION: Children's Programming Specialist – Children's Services.

PAY GRADES: 17 or 19 *(Dependent on candidate's qualifications.)* **NON-EXEMPT, HOURLY**

HOURS/WEEK: Twenty-two (22) hours/week.

WORK SCHEDULE: Tuesday 9:00 a.m. to 1:00 p.m. (4 hours)

Wednesday 5:00 p.m. to 9:00 p.m. (4 hours)

Thursday 1:00 p.m. to 9:00 p.m. (7 hours)

Alt. Fri/Sat 9:00 a.m. to 5:00 p.m. (7 hours)

During the school year, employee will be required to participate in Sunday work rotation at the Main Library; hours 12:45 p.m. to 5:00 p.m.

PAY RATE: \$10.72/hour or \$11.41/hour, dependent on qualifications. Training rate will be 5% less than Regular rate.

TRAINING PERIOD: Up to Twelve (12) weeks. Improvement must be shown throughout training for continued employment through full twelve (12) week period.

BENEFITS: Upon successful completion of training, employee will be allocated prorated paid sick leave and eligible for some paid holidays. The employee will also be allocated some prorated paid personal and birthday leave. Upon completion of six (6) months regular employment, employee will be allocated prorated paid vacation leave.

QUALIFICATIONS:

At least one of the following:

Associates degree in a directly related field, with one (1) year of public library experience or similar work required. Two (2) years of public library experience or similar work, preferred.

(OR) One (1) year of post-high school training in a directly related field, with three (3) years of public library experience or similar work required. Four (4) years of public library experience or similar work, preferred. Equivalent experience in a directly related field with lesser formal education will be considered. Storytelling experience, a plus. Individual must enjoy working with the public, being around children, and working in a lively, creative atmosphere.

ALSO REQUIRED: Valid driver's license. Good driving record. Reliable transportation for getting to work, and to use when library van is not available. Proof of auto liability insurance. Working telephone. **Criminal background check will be conducted post-job offer. Result of background check may affect employment status.**

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:

Knowledge of...

- Extensive knowledge of significant children's authors and books.
- Broad knowledge of programming techniques.
- Working knowledge of the developmental characteristics of children at various ages and stages.
- Current trends of interest to children, such as in music, sports, entertainment and fashion.
- Online catalogs and Internet search tools.

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POSITION: Children's Programming Specialist – Children's Services.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:

Skills...

- English language oral and written communication skills sufficient for work with supervisor, other staff, and patrons, especially children.
- Excellent reading and comprehension of English language.
- Strong interpersonal and oral presentation skills for presenting programs to children and adults.
- Excellent organizational skills.
- Basic computer/word processing and Internet/e-mail skills.
- Good visual.
- General math.

Ability to...

- Consistently present Massillon Public Library and its services in a positive manner.
- Follow library's written general and department-specific standards, and personnel policies.
- Meet regular work attendance requirements.
- Attend meetings and workshops appropriate to position.
- Create, develop, and implement age-appropriate programming for children.
- Be flexible and resilient; respond to unscheduled demands.
- Meet deadlines.
- Relate to and meet the special service needs of children and young adults.
- Deal effectively with the general public.
- Work effectively as a team member.
- Work effectively under pressure.
- Perform clerical tasks relevant to position.
- Follow directions.

Work independently and make sound decisions.

Handle physical aspects of position which include, but are not limited to: standing, moving, sitting, manual dexterity required for computer work, physical agility necessary to present children's programs, and lifting up to 35 lbs.

ESSENTIAL FUNCTIONS:

Plans, presents, and evaluates programs for preschoolers, elementary school children, and adults.

Keeps current on popular children's literature.

Provides reference and reader's advisory service to children and adults.

Provides public service at the department's circulation desk on a regular basis.

Provides basic computer instruction to patrons.

Assists with opening and closing of department/building.

Works with other Children's Services staff to develop and implement creative, collaborative and captivating collections, programs, and services for children and their care givers.

Selects and prepares age-appropriate materials for teacher collections.

OTHER DUTIES:

Participates in weeding projects.

Assists with book displays.

Attends department and general staff meetings.

Performs other duties as assigned by supervisor.

NOTE: This position description states the nature and level of assignments normally given in this position; its list of duties is not exhaustive.

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APPLICATION PROCEDURE:

Submit completed Library Application form to:

Human Resources Department
Massillon Public Library
208 Lincoln Way East
Massillon OH 44646.

The Library's Application form is available online at www.massillonlibrary.org/hr and at its Main, branch and bookmobile locations.

APPLICATION DEADLINE: Applications accepted until successful candidate selected.

EQUAL OPPORTUNITY EMPLOYER