



Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for a **full-time** position:

Children's Librarian Belmont Public Library Starting Hourly Rate: \$32.10

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by **December 29th 2023**

Are you or someone you know looking for an exciting opportunity in Children's Services in a soon to come brand new Library? This role assists children and adult patrons in use of all library resources including using the online catalog, databases, Internet, etc. Assists in collection development and program development, including story times, reading clubs, outreach to area preschools and daycares, and other events. Helps to maintain the children's web page and social media accounts; and assists with all matters related to Children's Room circulation of materials. Must maintain knowledge of children's technology and programming developments. Must be committed to providing a high standard of public service and maintaining an orderly and calm atmosphere in our temporary space while we wait for the new library to open in 2025.

Requires MLS with minimum of one year library & children's programming experience, knowledge of children's literature, automated library systems, and principles and practices of library work and information technology required.

This full time, 35 hour per week, position is part of the Belmont Librarian's Association Union and the hours include some evenings and rotating Saturday coverage.

Appointment to this position is contingent on satisfactory results of a pre-employment physical exam, drug screening and fingerprinting, and CORI background checks. The hourly pay range is \$32.10 and includes a full benefit package, 4 weeks of vacation, and the opportunity for professional development.

Resumes and Cover Letters with the Required Town of Belmont Application accepted at the HR Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax 617-993-2741. This position will be opened until December 29th 2023. The Town of Belmont is an Equal Opportunity Employer.

Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Both full-time and part-time positions require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov

Town of Belmont
Job Description



Children's Librarian

Department: Library

Unit: BLA

FLSA Category: Non-Exempt

Hours-per-week: 35

Last Revised: April 2022

Code: 2000

PURPOSE OF POSITION

The purpose of this position is to provide professional library assistance and Information services to patrons of the children's department. The work is performed under the supervision of the Coordinator of Children's Services.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develops, promotes, and implements innovative programs that encourage library use and enhance the image of the library in the community, including story times, summer reading and other events. Prepares announcements, flyers, brochures, press releases and related materials. Orders department supplies.
- Develops, evaluates and maintains the children's collections; makes recommendations for collection development based on community needs, usage levels, and relevance of materials. Reads book reviews to select materials for purchase. Classifies materials, evaluates materials, utilizes statistical data and reports for collection maintenance, and makes withdrawals according to library guidelines.
- Coordinates library services with school librarians and school curricula/assignments.
- Shares responsibility for updating the children's page of the library website. Engages with the public and encourages library use through maintenance of the library's social media accounts, and creates children-centered content for the library website. Incorporates relevant technologies into library services and programs.
- Maintains current knowledge of children's literature and related library programs and services, including, research methods, databases and online resources. Maintains

knowledge of technology developments and general library automation and electronic services provided through library networks and information services.

- Instructs public on use of library technologies and library resources, including, patron computers, self-check machines, library apps, online catalog and library e-resources; incorporates relevant technologies into library services and programs.
- Receives and evaluates requests for information. Searches databases to find information; advises readers regarding appropriate materials; interprets and applies library policies and procedures; assists patrons in selecting materials, with bibliographic searches and related matters; processes network requests.
- Supervises staff as needed. Assists in training new employees and library pages.
- Represents the library to various organizations and groups. Attends and participates in network committees, library meetings and other meetings. Participates in ongoing training for library technology and trends.
- Performs circulation desk duties including checking materials in and out, registering new patrons, and assisting patrons with issues relating to their library account and materials.
- Develops reading lists; designs and prepares displays.
- Makes administrative and operational decisions in the absence of the Library Director and department heads. Serves as designated “Person in Charge” of the library as part of regular rotation.

MINIMUM QUALIFICATIONS

Master's degree in Library Science from an ALA accredited school with one year public library and children's programming experience. Knowledge of children's literature, automated library systems, principles and practices of library work and information technology required

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.

Human Interaction:

Requires the ability to persuade, convince, influence, train and monitor others, in favor of a desired outcome and to provide customer service. Requires the ability to act as a lead person.

Requires the ability to communicate orally and writing with patrons, day care providers, teachers, vendor representatives, community groups, volunteers, parents and library staff.

Equipment Machinery, Tools and Materials Utilization:

Requires the ability to operate a variety of library and office equipment such as desktop computers, laptops, tablets, telephone, calculator label maker, printers, copiers & scanners.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as circulation reports, catalogs, book reviews, book lists, professional journals, bibliographies, circulation forms, policies, computer software manuals, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as leading, teaching and coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

ADA COMPLIANCE

Physical Ability:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks.

Environmental Factors:

Tasks are regularly performed in safe and comfortable surroundings without exposure to adverse environmental conditions.

The Town of Belmont, Massachusetts is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.