

JOB TITLE	DEPARTMENT	JOB LEVEL	CLASSIFICATION
Elementary Librarian	KidSpace	L1	Exempt
REPORTS TO	SUPERVISES	REVISED	
Director of KidSpace	n/a	August 2025	

POSITION SUMMARY

Provides reference and reader's advisory services, plans and presents programs and large-scale events, partners with community groups, assists with tours, and attends meetings as assigned.

REQUIREMENTS FOR ALL EMPLOYEES

- Ability to work effectively with staff, customers, and others, respecting confidentiality when necessary.
- Respect for cultural differences and ability to work with people from a wide range of diverse backgrounds.
- Ability to communicate clearly and use various technologies to complete work.
- Ability to understand and demonstrate our Culture, Mission, Vision, and Values statements.
- Initiative and willingness to learn new tasks and responsibilities.
- Updates job knowledge by participating in educational opportunities, attending scheduled meetings, and training sessions.
- Readily and effectively adjusts to changing ideas, routines, and work activities.
- Ability to prioritize and manage time efficiently and effectively.
- Follows established safety rules and works in a safe manner.
- Delivers exceptional internal and external customer service.

ESSENTIAL FUNCTIONS

- Answers customers' reference, reading, and information questions at public service desks and in public spaces, implementing appropriate reference and information strategies.
- Assists customers with the library catalog, print and digital resources.
- Assists customers with library equipment.
- Promotes library services and materials.
- Maintains clean, organized public and staff spaces.
- Serves as Person in Charge during the absence of Managers.
- Assists with supervising, training, and coordinating the activities of support staff, including modifications of daily schedules.
- Contributes feedback to managers for support staff evaluations.
- Communicates with supervisors to improve department effectiveness.
- Plans, prepares, and teaches in-house programs, classes, and events.
- Creates booklists, downloadable activities, and other educational materials.
- Conducts class visits and library tours.
- Collaborates with various community groups, networks, and partnerships.
- Follows clerical processes for program agreements, marketing requests and participant communication.
- Explains policies and procedures as needed.
- Performs opening and closing procedures as required.
- Prepares reports as required.

- Other duties as assigned.

KNOWLEDGE / SKILLS / ABILITIES

- Ability to design, coordinate and deliver engaging programs, tours, and activities.
- Knowledge of educational and recreational needs for children.
- Understanding of child development principles to support age-appropriate growth and learning.
- Skilled in reader's advisory and reference services.
- Ability to teach children how to utilize library resources.
- Knowledge of print and non-print materials for children.
- Skilled in public speaking, program delivery, and audience engagement.
- Excellent verbal and written communication skills.
- Ability to take direction and receive feedback.
- Ability to learn a variety of library-specific computer applications and equipment.
- Ability to work independently and collaboratively as part of a team.
- Must be detail-oriented with good organizational skills.
- Ability to organize materials alphabetically and numerically.
- Skilled in using Microsoft Office products.
- Must have technology skills and the ability to learn, adapt, and impart hardware/software knowledge to others.
- Ability to evaluate the reliability, relevance, and accuracy of sources.
- Understands and practices the ALA Code of Ethics.
- Bilingual English/Spanish desirable.

EDUCATION/EXPERIENCE QUALIFICATIONS

- MLS/MLIS from an ALA-accredited library school.
- Experience working with children.
- Public library experience desirable.

TOOLS/EQUIPMENT

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|--------------------------|----------------------------------|
| • 3D Printer | • Language Translation Equipment |
| • Audiovisual Equipment | • Library Catalog System |
| • Barcode Reader | • Meeting Room Technology |
| • Book Carts | • Mouse |
| • Calculator | • Paper Cutter |
| • Camera Equipment | • Printer |
| • Cleaning Products | • Self-Check Machines |
| • Computer | • Telephones |
| • Craft Making Equipment | • Two-way Radio |
| • iPad | • WIFI Hotspot |
| • Keyboard | |

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Must be able to communicate, comprehend and respond to others, both in person and through telephone conversations.
- Must have the ability to read computer screens, keyboards, barcodes, call numbers, and labels.
- Must be able to operate a computer and keyboard, laptop, printer, and other office equipment.
- Must be able to type with accuracy and attention to detail.
- Must be agile with the ability to maintain a moderate activity level involved with children's programming.
- Must be able to sit and kneel on the floor and return to standing position.
- Must be able to perform repetitive hand motions for extended periods of time
- Must be able to bend to retrieve items from the floor.

- Must be able to remain in a stationary position for extended periods of time.
- Must be able to move and lift items weighing up to 50 pounds.
- Must be able to traverse distances of more than 300 feet within the building.
- Must be able to push a cart of times weighing up to 100 pounds.
- Must be able to tolerate equipment and environmental noise.
- Must be able to position oneself to reach lower shelves on the ground and shelves as high as 90 inches.
- Must be able to type with accuracy and pay attention to detail.
- Must be able to move or carry chairs, tables, and other small furniture.
- Must be able to drive a vehicle.
- Must be able to work a variable schedule, which may include days, evenings, and weekends, and meet general attendance requirements.

* The scope of the job may change as necessitated by the library's operational demands.