



HUMAN RESOURCES

POSITION DESCRIPTION

We believe that each employee makes a significant contribution that should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to our patrons.

Job Title: Branch Children's Specialist
Location: KCPL Branch
Reports To: Branch Manager
Last Revision Date: 5/2008

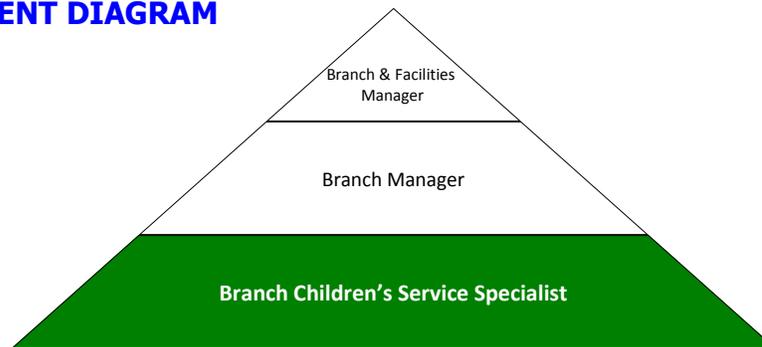
PURPOSE

The Branch Children's Specialist actively supports the Library's mission and objectives in the delivery of patron services through performing tasks and advanced Children's services within areas of assigned responsibility.

NATURE & SCOPE

This position's primary responsibilities consist of a wide variety of slightly complex activities performed within a number of assigned standard departmental procedures to include the basic services as described for a Library Assistant I at an operational level, with additional responsibility for specialized tasks. This position may exchange and/or present prepared information with both internal and external contacts and works under general supervision.

ORGANIZATION PLACEMENT DIAGRAM



QUALIFICATION GUIDELINES

Education	Experience
Essential	
Associate's degree or a combination of coursework and experience which provides the knowledge and abilities necessary to perform the work	Minimum of one (1) year of related experience providing service to public. Proven skills for general computer use, to include Microsoft Office software, the internet, general office and library equipment
Preferred	
Related college coursework	Previous experience working in a public library setting Some knowledge of library classification systems including the Dewey Decimal System.
Ability to:	

Communicate orally and in writing and maintain operating knowledge of related software, policies and procedures
 Work cooperatively and effectively with staff, patrons, and contacts.
 Some positions require the use of personal or Library vehicles on Library business. Individuals must be physically capable of operating the vehicles safely, possess/provide documentation of valid driver's license and acceptable driving record.
 Ability to learn operation of moderately complex computer automated library system and perform accurate data entry.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This job description will be reviewed periodically as duties and responsibilities change if necessary. Essential Abilities and Accountabilities are subject to modification



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PRIMARY ACCOUNTABILITIES

- Works actively to promote and meet customer service expectations established within the branch
- Works at the circulation desk(s) on a regularly scheduled basis to provide reference and reader's advisory information and to become familiar with patrons' reading habits and items in the collection
- Plans, implements, and presents/coordinates programs regularly for both school, and non-school groups for children from birth through sixth grade
- Communicates regularly with area schools and daycare centers providing outreach via telephone, personal visits, presentations, library tours, etc.
- Maintains relationships and effective communication with public and private organizations that further KCPL's mission related to programming and outreach
- Promotes awareness of available library services to schools, daycares, patrons and library staff through in-library and outreach services
- Participates in system wide training and implements Children's services programs including Summer Library Club and related website services
- Participates in the development of long and short-term plans for the branch
- Attends training to prepare for the delivery of related system-wide programs and provides appropriate feedback and training for branch staff
- Monitors and assesses users' needs continually, and acts to improve services
- Supports system-wide library activities under the guidance of direct supervisor including, but not limited to: collection development, acquisitions, cataloging, processing, mending, withdrawals, weeding of books, and circulation by preparing and following requests submitted from the system coordinator of each service
- Develops and co-ordinates displays
- Supports Library management policies
- Keeps abreast of technological changes and ensures that equipment and resources are efficiently utilized through communication and training
- Interprets and explains policies to public and staff
- Gathers, documents, compiles and analyses data for monthly reports and communications for all contributing sources as assigned
- Carry out any other duties within the scope, spirit and purpose of the job

ESSENTIAL ABILITIES

- ◇ Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits effective communication with supervisor, community, vendors, employees, and general public
- ◇ Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials, written correspondence, reports, and related materials in both electronic and hard copy form
- ◇ Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a telephone or a keyboard and wand as necessary to process library materials
- ◇ Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to administer library location operations, to transport books and materials, attend offsite meetings and/or conduct presentations at various locations
- ◇ Ability to work a flexible schedule, to include evenings and weekends
- ◇ Ability to deal with people beyond giving and receiving instructions; adaptable to performing under minimal levels of stress
- ◇ Ability to learn and carry out the primary accountabilities of the assigned position
- ◇ Ability to use basic math skills, to include the ability to sort numerically using whole numbers and decimals.
- ◇ Ability to alphabetize using the English language alphabet
- ◇ Ability to maintain body equilibrium to prevent falling when walking, standing, or crouching
- ◇ Ability to effectively communicate in writing and orally on job progress and other overall assignments and responsibilities
- ◇ Ability to interpret or work from oral or written instructions
- ◇ Ability to comprehend fundamental principles of library services, to include open access to library materials and privacy rights of patrons

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform primary accountabilities of this job. This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

This position requires that the candidate be willing to work in and travel to any library department and/or building within the Kanawha County Public Library System and at hours established by the library upon request and with appropriate notice.

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