



## Children and Youth Services Librarian

### Library Overview

Located in the heart of the SC Midlands, the Fairfield County Library serves a population of 20,690 from a Main Library located at 300 Washington St. in Winnsboro. Convenient to Columbia, Charleston, and Charlotte, NC, the library system serves a rural and small-town population. To better serve our patrons, the library is a member of the SCLENDS Consortium sharing resources and circulating materials among the 19 members as well as the State Library.

### General Description

Under the supervision of the director, this full-time position will be responsible for children's services, programming, and other duties as assigned. Work involves the supervision of the children's library service as well as designing and developing services for children to be delivered outside the library. In addition to programming and outreach services, other duties will include collection development and maintenance, reference, and reader's advisory services. The work requires that the employee have considerable knowledge, skill, and ability in every phase of the public library field, particularly as it relates to the children's and young adult's library services.

### Qualifications

#### Training and Experience:

- Bachelor's Degree from a 4-year accredited school required with some library and children's programming experience preferred.

#### Skills and Abilities:

- Ability to work a flexible schedule including some nights and weekends.
- Ability to work independently and represent the library in a wide variety of situations. Highly self-motivated.
- Thorough knowledge of children's and young adult's library resources: print, non-print, and electronic.
- Some knowledge of the principles and practices of public library functions.
- Creative and flexible with the ability to prioritize tasks.
- Ability to work with children and teens, both individually and in groups.
- Work collaboratively with parents, teachers, media specialists, principals, daycares, and other professionals in the community who work with children.

- Ability to plan, promote, conduct, evaluate, and follow through with effective programs for children and teens.
- Must be expertly proficient in the use of the computer, especially with regards to web, Microsoft Office, and library-related software.
- Ability to interact courteously and effectively with library staff, the library's business contacts, county employees, and the general public.
- Ability to represent the library at professional and community meetings and events.
- Must have a valid S. C. driver's license and a clean driving record.
- Background check required!

#### Typical Duties

- Planning, implementing, and publicizing children's and teen's programs in the Main library. Preparing flyers, brochures, newsletters and press releases for the programs.
- Coordinating services to daycare centers such as programming, book deposits, and workshops for daycare personnel.
- Serving as library liaison with other local agencies serving children.
- Representing the library at school and community events, festivals and other gatherings.
- Assisting with children and young adult's collection development and maintenance.
- Public service duties in the children's area and at the circulation desk.
- Monitoring the conditions of the children's service area and the security of the children's collection and area.
- Providing reference service to children, teachers, and parents and providing reader's advisory service.
- Responsible for order and appearance of children's and young adult's collections. Maintaining a colorful and stimulating environment.
- Keeping informed of trends in children's literature, library services and issues affecting children. Attending professional workshops and conferences.
- Cooperating as a team member with library staff in performing essential library duties and participating in library special projects as needed or requested by the director.

#### Physical Requirements

- Must be able to drive the library's outreach van.
- Must be able to carry equipment and other program materials, up to 50 pounds, including bags of books for daycare centers and deposit collections.
- Must be able to use computer keyboard, mouse, read CRT screen, and manipulate light pencil.

#### Beginning Salary (Non-negotiable)

\$31,312.50