

## **CHILDREN'S LIBRARIAN**

### **Librarian I**

Banning Library District

21 West Nicolet Street

Banning, CA 92220

**SALARY:** \$60,000 to \$65,000 annually

The position is a full-time Exempt professional, supervisory position under the general direction of the Library Director. Performs a variety of responsible, specialized activities requiring a broad knowledge in early literacy education and children's programming through age twelve along with interpersonal communication skills. Instructs the public in the use of library materials and equipment, selects print and audio/visual materials as assigned by the Library Director. Supervises and trains staff and volunteers within the Children's area in all areas of public service.

Under the General Direction of the Library Director, Duties may involve the following:

- Assists in the Development of Programming from pre-school through elementary that integrates technology and a variety of seasonal programs
- Provide reference and readers' advisory for children, parents and educators
- Prepares reading lists and reference guides both in print and online
- Assists in maintaining a children's website section
- Creates displays and promotional materials
- Promotes the Children's Section of the Library by speaking at schools and community organizations
- Knowledge of literature, reference sources, reading levels, databases and online resources for children
- Knowledge of personal computer hardware and software operations including word processing, spreadsheets, databases, desktop publishing and library system software applications
- Assists in the training, scheduling and evaluating staff
- Assists in the prepares of grants
- Prepares monthly statistical and narrative reports
- Maintains appearance of Children's Center
- Seeks to carry into effect the expressed policies of the Board of Trustees. Translates the goals and objectives of the Board to the staff and the community
- Prepares monthly and annual reports as assigned by the Library Director
- Reviews and makes recommendations on purchases repair or discard of books and other library materials in areas assigned by the Library Director

ALA Accredited Master's Degree in Library Science (M.L.S. or M.L.I.S.) and a Minimum of One-year of Full Time Experience in a Public or Private Library.

The Banning Library District offers a comprehensive benefits package that includes medical and dental insurance, retirement plan, paid holidays, vacation and sick leave. Hours include some evenings and weekends.

Apply: OPEN UNTIL FILLED. Please contact the Banning Library District at (951) 849-3192 and request an Application Packet. Applications are available and can be E-mailed or Mailed to you. Required information to submit include a District Application, a One-Page Letter of Interest, Resume, answers to a Questionnaire and Three Professional References with Names and Contact information. Once submitted, a Questionnaire will be made as part of the Application Process. You may also direct questions to Dan Rodriguez, Interim Library Director at: [dan@banninglibrarydistrict.org](mailto:dan@banninglibrarydistrict.org).