

Alcona County Library

312 W. Main St.
Harrisville, MI 48740
(989) 724-6796 fax: (989) 724-6173
library.alcona.lib.mi.us



JOB DESCRIPTION: Children's Specialist

Position Summary: Under the supervision of the Library Director, the Children's Specialist provides all children's programming, children's collection development input, limited reference service, limited computer instruction, and circulation services.

Duties include but not limited to:

1. Develops and implements all children's related programming.
2. Assists in collection development of Children's materials.
3. Provided limited reference information services to the public.
4. Performs circulation activities including but not limited to checkout, check-in, reshelving and overdue processing.
5. Provides telephone information service.
6. Provides instruction on the use of computers, equipment and materials.
7. Performs additional tasks as assigned by the Director.
8. In charge of library operations when the Director, or Reference Assistant and Administrative Assistant are not present.

Knowledge, Skills, Experience, and Training Needed: Requires a two-year degree and appropriate related experience. Requires the ability to relate well with children and parents who use the library facilities. Requires the ability to express library rules and procedures to the public. Requires the ability to be a team player.

Supervisory Duties as directed by administrative team.

Environmental Conditions: General office environment with frequent public contact. Required to work at any branch as requested.

Physical/Mental/Visual Effort: Requires light work lifting and carrying, pushing or pulling a cart. Also requires basic research & computer skills; involves considerable walking and standing.

Tools and Technologies used: Calculator, Microfilm Reader/Printer, copy machine, printer, television and VCR/DVD player and Internet. Specific software applications include: Microsoft Word, Excel, Sirsi/Dynix.

Other duties as requested.