

<b>TITLE</b>	<b>Early Learning Specialist</b>
<b>JOB CLASSIFICATION</b>	Grade 320 – Specialist Tier Librarian, Exempt
<b>HOURS</b>	Full-Time (40 Hours). Evening and weekend hours required. Required to adapt to future schedule changes, given departmental and library-wide needs.

## REQUIREMENTS

### *Education/Experience*

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Master's degree in Library Science from an American Library Association accredited university required. One to three years of public service library experience preferred.

### *Knowledge/Skills*

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Thorough knowledge of principles, theories and concepts of library science, as well as of standard print and online reference resources, is required. Excellent command of children's literature, particularly for the young child, and a strong commitment to serving children, young adults, and their families is essential. Comfort, familiarity, and basic usage skills for new information technologies as well as strong written, verbal, customer service and interpersonal skills are required. Ability to communicate and function effectively in a team-oriented environment is critical.

### *Working Conditions*

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Works primarily inside the library. Provides book talks and/or program information to both children and adult groups outside of the library on a regular basis. Occasionally attends meetings or training sessions outside of the library. Lifts and moves light library materials and equipment.

**REPORTS TO** Youth Services Manager

**POSITION(S) SUPERVISED** None

## BRIEF DESCRIPTION

### *BASIC SUMMARY*

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Westlake Porter Public Library's mission is to educate, empower, enlighten, and excite the public by serving as an active community center and premier knowledge provider. **This position supports this mission by: 1) researching, developing, collecting and expanding the services provided to preschool children, 2) assisting patrons determine their alternatives, locate materials or information and understand how to use the materials, equipment and processes in the library, and 3) providing accurate, timely information, materials, and referrals in a courteous and expedient manner.**

## ESSENTIAL JOB DUTIES

% Time

**Early Learning Services****60%**

- **Collection Development**

Oversees youth services collection development of print, audio books, and electronic resources for preschool children and those caring for, or working with, them. Maintains a quality picture book, early reading and parenting collection through appropriate selection of new materials from a variety of resources and thorough weeding. This entails an ongoing assessment and analysis of children's reading and information needs; familiarity with current research on literacy development; awareness of circulation trends; analysis of detailed collection turnover rates and hold ratios; awareness of local school assignments and teacher needs; vigilant scanning of review journals and familiarity with popular authors and subject areas.

- **Programs and Services**

Develops, plans and implements programs and services for children through continuous community analysis, observations and objective needs assessment. Responsible for adapting, where feasible, the most current and popular web applications (*i.e.*, preschool networks, gaming, etc.) into programming. Maintains the preschool area as an active learning environment, advocating for the literary needs and appropriate development of this segment of the community.

- **Marketing and Community Outreach**

Aggressively markets the library's collection and services with an emphasis in the preschool area. Facilitates both internal and external communication and public relations for preschool programs and services through all available print, non-print, and electronic means. Arranges for in-house marketing through displays, printed materials, signage, web page visibility, and utilization of other marketing tools. Liaises with and speaks to community groups involved in early childhood services, such as teachers, school media personnel, Westlake Parent Connection, daycare organizations, PTA groups, etc.

Shares program updates, current newsworthy items, and new trends with the Youth Services Department and the entire library staff, advocating for the preschool area, ensuring the effective utilization of the services provided, and promoting the creative exchange of information and ideas.

- **Project Planning and Implementation**

Utilizes project management skills to help plan, implement and coordinate complex or multi-faceted preschool projects such as preschool and daycare visits to the library, summer reading program promotions, special grant projects, etc.

**Youth Services****35%**

- **Public Service/Customer Service**

Assists library patrons in locating materials or information to meet their informational needs. Instructs individuals in the use of the public catalog, library materials and equipment and in library policies and procedures. This may occur on a one-to-one or group basis, including school visits and other tours.

Ensures provision of polite, attentive, exuberant customer service to children and adults using the YS area and its services. Models and reinforces excellent customer service skills. Handles customer suggestions and complaints in the YS area in the absence of the department manager. Explains library policies and overall service philosophy to concerned customers. Refers incidents when appropriate and necessary.

- **Readers' Advisory**

Provides readers' advisory and reference services to children and those caring for them or working with them. Serves as an advocate for youth services through reading, learning and literacy skills. Encourages the love of reading and of lifelong learning which requires an awareness of diverse materials for a variety of ages.

- **Administration**

Supports the overall mission of the Library, as well as that of the Board of Trustees, with the administrative priorities of the library. This includes fulfilling planning responsibilities, submitting budget needs requests, implementing expenditures in an efficient and accountable manner, and utilizing objective, analytical, problem-solving and consensus-building skills to contribute to decisions affecting both the Youth Services Department and overall library services.

**Other –LIC****5%**

- Serves as a Librarian-in-Charge in the absence of the Director, Assistant Director, or other senior librarians. Duties include responsibility for opening and/or closing of the library building, handling patron complaints, handling and reporting unusual incidents, dealing quickly and effectively with security and safety issues and emergencies, and handling crisis situations and media encounters.

**Communication and Teamwork****Ongoing**

- Serves as a positive member of the Youth Services Team to initiate, maintain and/or implement effective, efficient, innovative, customer-oriented service to the public and other library staff members.
- Keeps informed of library activities and policies by attending general staff meetings, attending and helping to plan regular department meetings, and by participating in workshops or training offerings when appropriate and as requested or required.
- Performs miscellaneous related additional duties as needed by the library and assigned by the department manager.

**PHYSICAL DEMANDS CHECKLIST**

**PHYSICAL STRENGTH FACTORS:**

- Lifting  Yes  No
- Pushing  Yes  No
- Pulling  Yes  No
- Carrying  Yes  No
- Reaching  Yes  No
- Gripping  Yes  No
- Does job require reaching above shoulders?  
 Yes  No
- Does job require reaching to floor level?  
 Yes  No

If yes, list maximum weight: 25 pounds

**PHYSICAL MOBILITY FACTORS:**

- Throwing  Yes  No
- Sitting  Yes  No
- Standing  Yes  No
- Walking  Yes  No
- Climbing  Yes  No
- Stooping/Bending  Yes  No
- Crouching  Yes  No
- Kneeling  Yes  No
- Crawling  Yes  No
- Twisting  Yes  No
- Balancing  Yes  No

**SENSORY/PERCEPTUAL FACTORS:**

- HEARING:**
- Conversation  Yes  No
  - Sounds  Yes  No
- VISION:**
- Far  Yes  No
  - Near  Yes  No
  - Color  Yes  No
  - Depth  Yes  No
- PERCEPTION:**
- Spatial  Yes  No
  - Form  Yes  No
  - Feeling  Yes  No

**WORK ENVIRONMENT:**

- Inside Work  Yes  No
- Outside Work  Yes  No
- Hot/Cold  Yes  No
- Fumes  Yes  No
- Traveling  Yes  No
- Working Alone  Yes  No
- Working in a Group  Yes  No
- Interacting with the Public  Yes  No

**HAZARDS:**

- Machines  Yes  No
- Electrical  Yes  No
- Sharp Tools  Yes  No
- Slippery floors  Yes  No
- Congestion  Yes  No
- Heat/Cold  Yes  No
- Dust/Vapor  Yes  No

**OPERATE:**

- Equipment  Yes  No
- Telephone  Yes  No
- Computer  Yes  No

**ACCESSIBILITY FACTORS:**

- Doors  Yes  No
- Aisles  Yes  No
- Tables  Yes  No
- Telephones  Yes  No
- Staff Room  Yes  No
- Bathrooms Public  Yes  No
- Drinking Fountain  Yes  No
- Parking  Yes  No