Children’s Librarian

Salary: $50,000-$55,000
Location: Joe Barnhart Bee County Library, Beeville, TX 78102
Job Type: Full-time--Includes Nights and Saturdays as assigned
Listing Closes: Open until Filled
Website: https://www.bclib.org/

Position Description: Plans, organizes, directs, and manages all aspects of Children’s Library services in conformity with the mission and policies established by the Library Board of Trustees and the Library Director. Candidate may also be responsible for reference and circulation desks as needed. Assumes responsibility for all staff and patrons in the building in the absence of the Director.

Qualifications / Acceptable Equivalency:

- Master's Degree in Library Science from an ALA-accredited institution required or completion of degree within 3 years of hire date.
- Experience with mobile and emerging technologies
- Working knowledge of Windows and Microsoft Office.
- Must have a valid Class “C” Driver's License and valid state required minimum automobile liability insurance prior to employment (must obtain Texas Class “C” driver’s license and state required minimum automobile liability insurance within 90 days of hire per state law).
- Ability to lift up to 25-40 pounds
- Requires frequent walking and bending
- Spanish language skills are preferred but not required.

Candidates who do not meet the Education requirement may be considered if they have more relevant work experience than the position requires. Candidates selected for employment will be required to pass pre-employment check, which includes criminal background check, drug test, education verification, etc.

Essential Functions:

- Plan and coordinate programs and services for children
- Present weekly story times and other literature-based programs for children and their caregivers
- Promote library services to the community through education and outreach
- Develop cooperative programs and serve as liaison between the public library and the schools, community organizations and community groups dedicated to serving children
- Assist patrons by providing reader's advisory services, basic reference and directional assistance in person, over the telephone and by e-mail
- Assist patrons in use of reference sources, electronic databases, computers and other library machinery
- Assist patrons by checking materials in and out, updating library cards, shelving and maintaining the children’s space
- Plan, coordinate and implement summer reading program with other library staff
- Provide support for the educational, recreational and informational needs of children through reader's advisory services and collection development
- Conduct library orientation tours and community outreach for individuals or groups
- Evaluate and select materials for children’s collection
- Record statistical information as needed
- Explain library policy to the public as needed
- Maintains regular and punctual on-site attendance
- Performs other duties as assigned

To Apply:

Contact: Rosie Amaya. Please submit: cover letter, resume, transcripts, and three professional references along with application available at https://www.bclib.org/. Submission may be emailed to director@bclib.org or mailed to Attn: Library Director, Joe Barnhart Bee County Library, 110 W. Corpus Christi St, Beeville Texas 78102.

An Equal Opportunity/Affirmative Action Employer.