

Children's Librarian

Hartford City Public Library, Hartford City IN

Position: Children's Librarian

Department: Children's Services Department

Hours: Full-Time (34-40 hours/week), Non-Exempt

Pay: \$16.84 - 23.57 based on previous library or other relevant experience

Benefits: Health Insurance, Vision Insurance, Public Employee Retirement Fund (PERF), Paid Time Off (PTO)

Start date: 6/11/25 for 3 weeks of training with current Children's Librarian

Requirements:

- HS/GED/equivalent +
- Willingness to obtain Public Librarian Certification Level 6 (LC6) in 3 years and complete continuing education credits to maintain it (75 LEUs every 5 years) (<https://continuinged.isl.in.gov/certification/>)
 - Continued employment is contingent up on all required certificates being maintained in active status without suspension or revocation.
- Willingness to work the following schedules:
 - **6/11/25 - 6/28/25 (34 hours/week) :**
 - 10 am - 5:30 pm Monday, Tuesday, Thursday (1/2-hour unpaid lunch)
 - 9 am - 5:30 pm Wednesday (1/2-hour unpaid lunch)
 - 9 am - 2 pm Saturday June 14, 21, & 28 for cross-training on main floor
 - **6/30/25 (34 hours/week) :**
 - 9 am - 6 pm 4 days a week (1/2-hour unpaid lunch)
 - 9 am - 2 pm one Saturday per month

General Summary of Position:

Establish relationships with library patrons as well as community partners. Interact directly with children, their parent(s), grandparent(s), guardians, or childcare providers who attend in-person programming or outreach events. Connect these children's programs and activities with literature and literacy initiatives to ensure quality programming. Other duties include assisting in the management of the library in the absence of the Director and coordinating with the rest of the library team.

Primary Duties:

- Greet patrons in a friendly manner and provide good customer service to library users.
- Assist library users in account registration and renewal; maintains registration paperwork.
- Understands the necessity of, and maintains, the confidentiality of library users.
- Assists with use of library resources such as online accounts, searching library catalog, requesting materials from other libraries, ebooks, etc.
- Checks materials in and out; re-shelving of materials.
- May be responsible for one or more of the following: claims returned, refunds, damaged materials, missing parts, lost materials, supply orders.
- Monitors supervised visits as well as unsupervised children 8 years and older while they are in the library; reminds them of library policies as required to ensure that the resources of the library are fully accessible to all library users.
- Collection development and processing for entire children's collection.
- Collection management for entire children's collection, including weeding and repairs.
- Develops, plans, and implements programs and activities for children and their caregivers including weekly Story Time, craft sessions, STEAM and technology related programs, Summer & Winter Reading, etc.
- Outreach to local preschools, Blackford Primary School, and Blackford Intermediate School.

- Submits monthly report of programs and attendance to Director.
- Creates library displays for the Children's Department.
- Oversee hallway bulletin board and display.
- Prepares books quarterly for Story Walk at the Nature Trail on north side of town.
- Maintains craft supply inventory and notifies Director of any needs.
- Participates in professional organizations, conferences, continuing education seminars and webinars to keep up-to-date on professional library practices as they relate to the library and re/certification guidelines and deadlines.

Secondary Duties:

- Follows library policies and procedures, including patron confidentiality.
- Knows how to use a variety of necessary library equipment.
- Cross-trains with Adult Services staff.
- Works Main Desk one Saturday per month, 9 am - 2 pm.
- Performs other duties as assigned by the Director.
- Assist with minor public computer problems in the Children's Department.

Skills Required:

- Knowledge of the principles of good customer service and effective public relations.
- Interpersonal and communication skills necessary to interact and deal tactfully with the library team and the public, with an emphasis on children and their caregivers.
- Working successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.
- Using tact, discretion, and prudence in working with those contacted in the course of the work.
- Ability to deal with disturbances and problem users – particularly in the library park.

- Contributing effectively to the accomplishment of library team goals, objectives, and activities.
- Ability to learn new tasks and adapt to a changing workflow.
- Broad knowledge of using Evergreen Indiana, web-based programs, and reading apps on devices.
- Experience creating meaningful programs for children.
- Ability to work independently.
- Above average computer skills, including word processing, spreadsheets, and specialty software such as Canva and Silhouette; basic internet search capabilities.

Useful Skills:

- Ability to create art projects and crafts out of random basic supplies.
- Creative problem-solving
- Pattern recognition
- Ability to detect errors
- Strong recall of information and facts
- Ability to excel at work that is routine or repetitive

Physical Demands:

- Ability to accurately read numbers and letters both in print and on screen.
- Ability to speak and hear the spoken word.
- Hand/eye coordination to operate computers and office equipment.
- Ability to retrieve materials from shelves 6' high and stoop to retrieve materials from shelving close to the floor.
- Ability to lift and/or move up to 20 lbs. and to manipulate loaded book carts and bins.
- Ability to work a varied schedule including day and weekend hours.

Working Conditions:

Normal office-type environment with minor discomfort due to heat, cold, dust, noise etc.

Occasional travel to community locations for programs (Weiler, Sigma Phi parks) or training outside of town.

Disclaimer:

This job description is not exhaustive. The public library is always adapting its services to the needs of the community and adopting new technology.

If you have made it this far, congratulations!

Send your cover letter and resume to director@hartfordcity.lib.in.us .

For your cover letter, briefly introduce yourself and tell me the title of the last book you read or the one you are currently reading (audiobooks and comic books count). Just keep it simple.