

Iowa City Public Library  
POSITION VACANCY ANNOUNCEMENT  
[www.icpl.org](http://www.icpl.org)

To: All Current City Employees and the General Public  
From: Iowa City Public Library  
Date: July 2, 2019

**Librarian, Children's Services/Collection Services**

Full-time, permanent position  
Salary Range \$55,432.00 to \$72,966.40

**SUMMARY:**

Performs professional work in planning and implementing library services. Serves as technology specialist for Children's Services. Develops, maintains and promotes library collection in assigned area. Plans and conducts programs and instruction for children. Provides classification and subject analysis for children's and adult materials. Maintains authority records in library catalog. Works on the Children's Desk.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

Develops and maintains library collection in assigned subject area; evaluates and selects materials for purchase or withdrawal based on quality, collection coverage, and relevancy to the collection plan and to collection standards. Writes collection plans in assigned areas and sets goals for development. Provides classification and subject analysis for library materials using MARC, AACR2 Revised, RDA, LCSH or local standards. Administers selection budget and prepares annual report on expenditure, trends and future needs in assigned area. Promotes use of the collection; writes articles for newspapers, newsletters and publications, creates bibliographies and displays, participates in television or radio presentations. Analyzes library materials and assigns classification and subject headings. Determines and maintains authority records. Creates and delivers technology related training and programming for children and staff, including STEM programming. Coordinates content for Children's Services website. Provides guidance to patrons in identification and use of materials for children, parents and teachers in a variety of formats. Schedules, plans and conducts regular storytimes, special programs and events, both in and outside the library. Conducts tours for schools and community groups. Serves in Children's Desk evening and weekend rotation.

**MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION**

Master's degree in library sciences from an ALA-accredited program required. State of Iowa librarian certification required. Valid Iowa driver's license required and/or obtained within six (6) months of hire. Coursework in children's literature or experience working with children required. Must pass criminal background check.

**PREFERRED EDUCATION, EXPERIENCE and CERTIFICATION**

Two years professional library experience preferred. Experience working with children preferred. Experience delivering library programs preferred. One year of cataloging experience preferred. Coursework in classification and subject analysis preferred.

**APPLICATION:**

**Application deadline is July 23, 2019.** To apply, please visit the City's Self Services website at [www.icgov.org/jobs](http://www.icgov.org/jobs) to complete the City of Iowa City online employment application.

It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.

## CITY OF IOWA CITY - Job Description

JD No. 12-04/13-02B

### **Identification**

<b>Position Title:</b>	<b>Librarian I/Librarian II</b>
<b>Job Title:</b>	Children's Librarian/Cataloger
<b>Department:</b>	Children's Services/Collection Services
<b>Division:</b>	Library
<b>Immediate Supervisor:</b>	Children's Services Coordinator

### **Job Summary**

Performs professional work in planning and implementing library services. Serves as technology specialist for Children's Services. Develops, maintains and promotes library collection in assigned area. Plans and conducts programs and instruction for children. Provides classification and subject analysis for children's and adult materials. Maintains authority records in library catalog. Works on the Children's Desk.

### **Essential Job Duties and Responsibilities**

**Serves** as technology specialist for Children's Services, **identifies** and **implements** emerging technologies and resources including ICPL virtual branch, Event Manager, and summer reading software.

**Develops** and **maintains** library collection in assigned subject area; **evaluates** and **selects** materials for purchase or withdrawal based on quality, collection coverage, and relevancy to the collection plan and to collection standards. **Writes** collection plans in assigned areas and **sets** goals for development.

**Administers** selection budget and **prepares** annual report on expenditure, trends and future needs in assigned area. **Recommends** budget modifications and funding for special projects.

**Promotes** use of the collection; **writes** articles for newspapers, newsletters and publications, **creates** bibliographies and displays, **participates** in television or radio presentations and **plans** and **presents** programs.

**Analyzes** library materials and **assigns** classification and subject headings. **Determines** and **maintains** authority records.

**Creates** and **delivers** technology-related training and programming for children and staff, including STEM programming.

**Provides** guidance to patrons in identification and use of materials for children, parents and teachers in a variety of formats.

**Assists** patrons in the use of the online catalog, public use computers, and audiovisual equipment.

**Answers** information questions about children's materials, library services, collections and programs in person, on the telephone and by email.

**Maintains** awareness of new children's resources, materials, and emerging technology.

**Schedules, plans** and **conducts** regular storytimes, special programs and events, both in and outside the library. **Conducts** tours for schools and community groups.

**Provides** classification and subject analysis for library materials using MARC, AACR2 Revised, and RDA. **Assigns** classification numbers using DDC and headings authorized by LCSH or local standards.

**Reads** widely in local and professional literature to assure awareness in contemporary trends in community, subject area, and librarianship. **Maintains** certification and skills by participating in continuing education opportunities.

**Reviews** and **recommends** revisions to board policies on the selection and use of library materials.

**Participates** in library planning and implementation of goals and objectives.

**Serves** in Children's Desk evening and weekend rotation.

**Supervises** public use of children's services department and **resolves** and **reports** behavior problems. **Seeks** support from senior staff in extreme cases or for emergencies.

**Implements** established policies and procedures regarding the safety and security of customers and fellow staff members.

**Presents** the Iowa City Public Library and its collections, programs, and services in a positive manner and **adheres** to customer services procedures and guidelines as established by the Library.

**Conducts** self in a manner which promotes and supports diversity and inclusivity in the community.

**Performs** other duties as assigned.

### **Physical and Environmental Conditions**

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. This position must have the ability to apply up to 30 pounds of force to move or push a book cart. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. The noise level in the work environment is usually moderate.

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Education, Experience, and Certification**

Master's degree in library sciences from an ALA-accredited program required. State of Iowa librarian certification required. Valid Iowa driver's license required and/or obtained within six (6) months of hire. Coursework in children's literature or experience working with children required.

**Preferred Education, Experience and Certification**

Two years professional library experience preferred. Experience working with children preferred. Experience delivering library programs preferred. One year of cataloging experience preferred. Coursework in classification and subject analysis preferred.

**Knowledge and Abilities**

Knowledge of established library policies and procedures. Knowledge of materials selection resources, collection evaluation techniques and public library standards. Knowledge of community needs and standards in area of collection development assignment. Knowledge of USMARC, Dewey Decimal Classification, AACR2 Revised, RDA, Library of Congress Subject Headings. Ability to analyze materials and establish and assign effective access points in library catalog. Knowledge of community resources and ability to establish and maintain contacts for development of library programs. Knowledge and skill in promotion of library collections and services, through public speaking, television, radio, Internet, social media, articles, print materials and displays. Ability to plan and perform story time programs, book talks and other special events and programs for children. Knowledge of children's literature, authors and media. Knowledge of standard children's reference and reader's advisory methods, techniques and resources. Knowledge of technology used in children's library services. Ability to work effectively with the public, particularly with children. Skill in assisting public in use of library catalog, other databases and online resources. Skill in training children and adults in technology. Skill in use of computers for word processing, online catalog, information retrieval and electronic communication. Ability to communicate effectively over the telephone, in writing and in person. Ability to understand and interpret library policies, complex rules and procedures. Skill working with the public, including assisting with customer complaints, and general customer service issues. Ability to work in a team environment to deliver library services. Ability to consistently deliver excellent customer service. Ability to engage and serve the public in a positive manner; Ability to work in an innovative and fast-paced public service environment.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*