



TOWN OF BERKLEY

MASSACHUSETTS

BOARD OF
SELECTMEN

Two North Main Street
Office: 508-824-6794
Fax: 508-822-4603
E-mail: berkleybos@yahoo.com



JOB POSTING

POSTING: IN HOUSE OUTSIDE ADVERTISEMENT

DEPARTMENT: Library

POSITION: Children's Librarian
 NEW EXISTING

CLASSIFICATION: REGULAR SALARIED PART TIME CASUAL

HOURS: 25 hours per week ON CALL

JOB DESCRIPTION: ATTACHED BERKLEY PERSONNEL SPECIFICATIONS

PAY RATE: GENERAL SCHEDULE: GRADE 8, STEP 1: \$ 20.88
 SPECIAL SCHEDULE: GRADE ____, STEP ____: \$ _____

SUBMIT: APPLICATION RESUME TO: Carol Buote
and cover letter Berkley Public Library

CLOSING DATE: when filled 2 N. Main St

DEPT. HEAD SIG.: Carol Buote 3/7/26 Berkley MA 02779
SIGNATURE DATE

THE TOWN OF BERKLEY IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION ADA EMPLOYER

TOWN SEAL TO BE APPLIED TO THIS FORM BY TOWN CLERK PRIOR TO DISTRIBUTION

COPIES TO: PERSONNEL BOARD FINCOM - UNION LOCAL 1144 IF UNION LEVEL

This notice shall be posted at least seven days prior to any outside or newspaper advertisement and I certify that I have posted this notice at the following locations:

<input type="checkbox"/> Town Clerk (certified copy)	<input type="checkbox"/> Old Town Hall	<input type="checkbox"/> Library
<input type="checkbox"/> Highway Dept. Office (employee area)	<input type="checkbox"/> Community School	<input type="checkbox"/> Middle School
<input type="checkbox"/> Public Safety Building lobby		

SIGNATURE DATE

Berkley Public Library

Children's Librarian

Job Description

General Description

Library services specifically designed to meet the distinct needs of children and young adults will be provided by a designated staff member who performs administrative and supervisory work in planning and directing the services and activities for children and young adults that are appropriate for these age groups.

Works under the direction of the Library Director according to the policies established by the Library Board of Trustees.

Qualifications

A Bachelor's degree and experience working with children preferred.

A broad knowledge of children's physical and intellectual development as well as a genuine caring and respect for children.

Experience using Windows based PCs and a working knowledge of email, MS Office, Excel, Word, Google apps, Facebook, Instagram, and other software applications.

Ability to work a flexible schedule including some evenings and Saturdays.

Ability to climb stairs and do moderate lifting.

Ability to work courteously and effectively with library staff, patrons, and the community.

Strong oral and written communication skills. Must be creative.

Prefer prior experience with library automation systems and technology.

Responsibilities

Supervises the daily operation of the children's section of the library which includes keeping the collections in good order. This entails providing direction to library staff and volunteers as they shelve and assist in the children's section.

Organizes, plans, manages, oversees and evaluates the operations and programs of the Children's room.

Selects, evaluates, maintains and weeds the children's materials.

Performs circulation desk responsibilities including charging and discharging library materials, holds, renewals, issuing library cards, reference, and explaining library policies and procedures. Assists with all day to day operations of the library.

Adds materials to the library catalog following established procedures.

Assists patrons in the location and use of library materials.

Has knowledge of the American Library Association "Library Bill of Rights" and the "Freedom to Read Statement".

Takes the initiative, working with the library administration, to seek supplementary funding to enhance library services.

A working knowledge and understanding of the library's mission. Develop long and short term goals and objectives for the children's services as a part of the overall library planning process. Plans and implements activities to achieve these goals and objectives.

Promotes, publicizes and represents children's and young adult services and the library to the community and local agencies in cooperation with other library departments.

Pursues professional development through active participation in professional associations and continuing education. Attends library related meetings and workshops.

Reads professional literature and keeps abreast of trends relating to children's and young adult needs and interests.

Performs other duties as assigned.