**The City of Hillsdale**

**Job Description**

**Position/Title: Children’s Librarian**

**Library Class: III**

**Type: Regular Part-Time**

**Reports to: Library Director**

The Children’s Librarian is responsible for the adventure of teaching young minds in our community through reading and programs.

**Job Duties and Responsibilities**

* Support the Library's goals of providing quality programs for Kindergarten through Teens
* Recent experience developing and performing story times and other programs for children ages 0-13 years.
* Recent experience providing reference and readers' advisory services for children, their families, and those who care for and work with them.
* Demonstrated knowledge of children's literature, both historical and current, and knowledge of child development.
* Demonstrated proficiency with electronic databases, Microsoft Office applications, social media, and mobile technology, especially as it related to digital resources.
* Ability to interact courteously and effectively with the public, library staff, library volunteers, and other City departments.
* Ability to work in a collaborative, dynamic, fast-paced environment, using excellent organizational and time management skills.
* Ability to handle confidential and sensitive information in an appropriate and secure manner.

**Requirements**

* Must have a High School Diploma or GED
* Recent experience working with children
* Librarian or Public Library experience preferred

It is the policy of The City of Hillsdale not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status