



**Job Title:** Children's Librarian

**Job Summary:** The Children's Librarian is responsible for planning and administering children's activities such as Storytime and the Summer Reading Program (SRP). This position involves working directly with children and their parents or caregivers. It is important that the person with this title genuinely likes children, is comfortable with them, and enjoys serving them. When not busy with preparation and activities for programs, the position will be responsible for collection development of children and young adult materials and assisting the circulation desk as needed.

**Duties and Responsibilities:**

- Develop, implement, and promote programs and activities for children and young adults.
- Implement outreach programs and maintain community relationships.
- Purchase new materials for children and young adults.
- Maintain the children's and young adult collections to insure relevancy, currency and condition of materials.
- Perform a variety of circulation duties including checking library materials in and out, issuing library cards, responding to customer inquiries, and answering the telephone.
- Assist customers with locating, books, DVDs, and other library material.
- Collect fines, fees, and other money; issue receipts for lost/damaged materials.
- Assist customers with the use of public computers, online catalogs, library databases, printing, copying, and faxing.
- Troubleshoot basic computer, printer, and photocopying equipment problems.
- Operate a cash register.
- Perform other duties as assigned or required.

**Qualifications:**

- Master's Degree in Library Science or Bachelor Degree in education.
- Minimum 2 years library or teaching experience preferred.
- Excellent customer service skills.
- Experience using social media and creating digital content.

- Knowledge MS Word and other commonly used office software and equipment.
- Knowledge of basic mathematics.
- Strong oral and written communication skills.
- Knowledge of alphabetizing, indexing and filing methods.

**Physical Requirements:**

Must be able to lift and carry up to 30 lbs. of library materials or supplies. Push and pull loaded shelving carts weighing up to 150 lbs. Stand or sit for prolonged periods of time. Frequently bend, kneel, squat and reach above the shoulders.

**Salary/Benefits:** \$45,423.00 yr. The county offers excellent benefits including paid holiday, vacation, sick leave, health insurance, and a retirement plan.

**Background check:** Employment is contingent upon passing a background check.

**How to Apply:** Please submit a resume **and** application to:

Mavour Braswell, Director  
Howard County Library  
500 S. Main Street  
Big Spring, TX 79720  
[director@howardcountytexas.com](mailto:director@howardcountytexas.com)

Applications are available online at

<http://www.co.howard.tx.us/upload/page/0436/docs/Jobs/2017/Job%20Application.pdf>

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