

## Library Center of the Ozarks

---

### Children's Services Supervisor

Are you creative, energetic, and innovative? Then the Library Center of the Ozarks wants you to join its team. We are searching for someone who is passionate about providing excellent library services to children and families and excited about new challenges.

- Provide excellent customer service to patrons, primarily children and caregivers, by assisting them with reference, readers' advisory, and general computer questions.
- Design, promote, present, and evaluate a variety of programs for children of all ages, based on their developmental needs and interests and the goals of the library.
- Develop and maintain the children's collections by reviewing, evaluating, selecting, purchasing, and withdrawing materials.
- Instructs patrons, primarily children, in the use of library materials, databases, and online catalog.
- Promotes children's programs and services to community agencies, advocates, and citizen groups.
- Maintains discipline and order in the children's department.
- Gathers and compiles data for reports and prepares statistical and analytical reports of children's activities.
- Organize, maintain, and purchase appropriate supplies.
- Performs other related and assigned duties as required.

#### **Specific knowledge and skills required:**

- Ability to relate well with children and be comfortable working with children individually and in groups.
- Knowledge of authors, titles, and reading interests of children.
- Knowledge of childhood development and learning stages.
- Knowledge of library materials, services, and operations for children.
- Knowledge of emerging information and library technologies for children.
- Ability to deliver quality library children's programs and services to the community.
- Ability to exercise initiative, leadership, and independent judgment.
- Ability to organize work, set priorities, use time effectively, and meet deadlines.

#### **Education and Experience:**

- Master's degree in library science is required.
- Experience working with children is required.

- Experience planning and implementing a variety of programs for children from birth to 12 years is required.
- Supervisory experience is required.
- Public Library experience is preferred.

**Physical Demands**

- Performs bending, squatting, kneeling, and reaching from floor level to a height of 6 feet.
- Displays good coordination and mobility.
- Routine lifting and handling of library materials weighing up to 30 pounds.
- Ability to stand for extended periods of time.
- Ability to perform work at a computer terminal for extended periods.

**Reporting Structure**

- Reports to Library Director

**Salary range:** \$45,000 - \$55,000

Please email a resume and cover letter to [info@lcozarks.com](mailto:info@lcozarks.com)