



Fox Lake District Library
255 E. Grand Avenue
Fox Lake, Illinois 60020
www.fllib.org

Position: Full-time Children's Librarian I

Position Overview: Under the administration of the Head of Children's Services. Performs professional work in planning and implementing library services to children ages zero to sixth grade.

Duties & Responsibilities:

- Provide reference and readers advisory services
- Conduct research and present library programming
- Plan and implement children's programs including weekly story times, elementary aged and family oriented programs
- Select, review and maintain materials for the assigned collections in multiple formats
- Track program statistical data
- Design and arrangement of public information displays
- Engage with community through programs, library promotion and outreach activities
- Assist and instruct children and caregivers on computer use
- Collaborate with colleagues within and across departments
- Attend professional meeting and networking groups
- Accomplish additional projects and assist in special events as needed

Knowledge, Skills, Abilities:

- Exemplary customer service
- Maintain a positive attitude
- Must demonstrate patience, understanding and compassion for people from all backgrounds and abilities
- Desire to serve the public with friendliness, tact and diplomacy
- Ability to communicate effectively with public and staff
- Ability to take direction and assignments from supervisor or Department Head
- Willingness to ask questions and seek clarification if unsure of task
- Willing to give and accept feedback
- Knowledge of general library operations

- Maintains current knowledge of library trends, materials, practices, techniques and technology
- Willingness and ability to learn emerging technologies and job related skills
- Exercise resourcefulness to achieve departmental goals

Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job.

- Ability to push book carts weighing up to 100 pounds occasionally
- May require standing for prolonged periods of time
- Ability to move and/or lift materials up to 30 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit

Qualifications:

- Master's degree in Library Science required
- Experience working with children required
- Previous work experience in a public library setting is required
- Bilingual ability is a plus
- Must be available to work an arrangement of days, nights & weekends

Hours and Wage:

- 37.5 hours per week
- Salary DOQ

The Library is an Equal opportunity employer. It provides equal employment opportunities regardless of race, color, national origin, citizenship status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law.