



Wayne County Public Library  
Wooster/Main Library

**Position Opening**

**Title:** Children's Librarian (full-time)

**Date Posted:** July 18, 2024

**Job Responsibilities:** Under general supervision, the Children's Librarian provides direct reference and reader's advisory service to the public in person, or by telephone, internet or mail using materials in a variety of formats appropriate to the reading level and interest of the patron and assists patrons in locating library material.

**Illustrative Duties:** Maintains working knowledge of the collections and services. Maintains assigned areas of the children's collection by selecting appropriate materials for addition and evaluating older materials for retention. Collects data and compiles reports as needed. Creates displays to promote library materials. Composes bibliographies, book/media reviews, and library user guides. Develops, coordinates, and conducts story times both on and off site. Assists with the preparation and presentation of programs and special events. Assists with the preparation and delivery of the Children's Summer Reading Program.

**Qualifications:** Master's degree in library science (American Library Association accredited school required). Students pursuing an ML(I)S degree may be considered. Must possess a valid Ohio driver's license with an acceptable driving record.

**Working Conditions:** Full-time. 40 hours per week.

**Ability to work a flexible schedule including evenings and weekends is required.**

**Knowledge of:** Library policies and procedures, Dewey Decimal Classification System, customer interest levels, Library materials, programs and services, computer software and electronic information resources

**Skills and Abilities:** Presents a positive, professional image to the public; interacts and responds appropriately to patrons and staff; develops and maintains effective working relationships with patrons, supervisor and staff; communicates effectively in written and oral form; maintains confidentiality.

**Starting Pay Rate:** \$20.10 per hour, corresponding with qualifications and experience. This position includes full benefits including insurance, retirement, vacation and paid sick leave.

**Application Procedure:** Applications may be obtained at any of our locations or online at [www.wcpl.info](http://www.wcpl.info). Completed library application forms and resumes may be emailed to: [jobs@wcpl.info](mailto:jobs@wcpl.info) or mailed to:

Wayne County Public Library  
304 N. Market  
Wooster, OH 44691.  
Attn: Human Resources

**Deadline:** Applications accepted until the position is filled.

In compliance with Federal and State equal employment opportunity laws, the Wayne County Public Library considers qualified applicants for positions without regard to age, race, color, religion, gender, sexual orientation, national origin, disability, or ancestry.