

# Lincoln Parish Library

## Job Description

Position: **Manager of Children's Services**

### Responsibilities:

- Develops and implements children's reading, craft, and story time programs
- Develops, schedules, and presents special programs and exhibits
- Provides reference and reader's advisory services for children, parents, teachers, and other patrons
- Assists in the use of online catalog and in locating materials
- Reviews and selects children's materials utilizing specific criteria
- Provides tours of the children's area
- Supervises departmental staff including training, scheduling and evaluating
- Maintains records and statistics
- Monitors budget for area of responsibility
- Serves on the Director's Management Team
- Serves as building supervisor as scheduled or needed
- Attends conferences, workshops and seminars to stay current in the field
- Works in the Events Center as needed
- Other duties as assigned

### Qualifications:

- MLS or MLIS from ALA accredited institution
- Minimum of three years experience required, including supervision and working with children
- Extensive knowledge of children's literature and awards
- Excellent computer skills and ability to learn various software
- Must possess a warm personality, be energetic and enthusiastic, display patience, and enjoy working with children
- Ability to communicate effectively, orally and written, with variety of people
- Ability to enforce library policies and procedures

Classification/Salary

**Librarian II**

Send Letter of Interest and Resume to Vivian McCain at [vmccain@mylpl.org](mailto:vmccain@mylpl.org)

Open until filled.