



JOB ANNOUNCEMENT ***General Public Vacancy***

OPEN DATE: May 3, 2025

CLOSE DATE: Until Filled

JOB TITLE: Children's Librarian

PAY RATE: \$20.00/hr.+ (based on experience)

DEPARTMENT: Carnegie Library

DIVISION: Community Services

SUMMARY:

The Children's Librarian is under the direction of the Library Manager and is directly responsible for the operation of all sections of the library, including the child and youth services section. The Librarian provides guidance in building and maintaining the children's collection. The Librarian plans and coordinates children's activities and special events for all residents. Supervises all Library staff. Job title subject to change.

DUTIES AND RESPONSIBILITIES

- Creates engaging, literacy-based on and off site programming to promote a love of reading and library patronage to the community children and youth.
- Keeps Archive room clean, orderly and organized.
- Creates a welcoming friendly and knowledgeable atmosphere in the library.
- Responsible for selection and weeding of books into the Library and children's collection guided by knowledge of all literature and literary reviews.
- Plans, implements and promotes summer reading program with input and assistance from other library staff and possible recommendations from Friends of the Library volunteers.
- Provides guidance to children and parents in selecting high quality materials to meet each individual's needs.
- Catalogs and completely processes all new library materials into the collection to include online and intra-library cataloging, bar coding, packaging, etc.
- Trains and assigns tasks to volunteers, children's room volunteers and ensures they are properly completed.
- Maintains physical order of books in all collections including children's collection and keeps children's section tidy and appealing.
- Updates and maintains all sections of library web page.
- Learns and teaches use of children's educational computer games.
- Maintains current knowledge of new developments in all library fields.
- Additional functions/tasks: Attends library workshops and training programs when appropriate.
- Performs other related duties as assigned.

MINIMUM JOB REQUIREMENTS:

- Bachelor's Degree in a related field and/or four (4) years of supervisory experience.

PREFERRED JOB REQUIREMENTS:

- One (1) year experience working in children's educational programming.

EMPLOYMENT JOB REQUIREMENTS:

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- High School diploma or equivalent.
- Required to earn a Grade I New Mexico Librarian Certification within six (6) months of hire or possess permanent certification (MLS) from the New Mexico State Library.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively both verbally and in writing.
- Ability to pay attention to detail.
- Ability to follow detail oral and written instructions and adhere to library and city policies.
- Ability to learn and understand library operations, services and materials.
- Ability to provide exemplary customer service.
- Ability to deal with supervisors, other employees and the public.
- Ability to exercise leadership with library personnel.
- Must possess basic knowledge of computers with the ability to trouble shoot.
- Must have the knowledge to use reference materials in order to provide answers to general reference questions and provide sources of information to the public.
- Must have basic knowledge of children's literature and a desire to learn more.
- Must have knowledge of office organizations procedures.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Work is performed primarily in a library setting 100% of the time.
- Working surface is on even, flat, hard and/or carpeted areas.
- Some travel may be required.
- Evening and weekend work may also be required in order to meet deadlines, on occasion.
- Bends occasionally; reaches, works with arms occasionally; bends, kneels, squats and walks; gross dexterity, occasionally grasp/manipulate, frequent speed required, occasionally bilateral coordination, eye/hand coordination.
- Must occasionally lift and/or move up to twenty-five (25) pounds.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:
<https://www.lasvegasnm.gov/general-7-1>

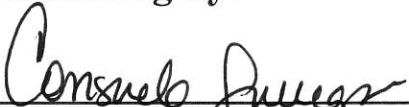
Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov

Reviewed and approved for publishing by:



Timothy Montgomery, City Manager



Consuelo Gallegos, Benefits Coordinator