



Washington Free Public Library
Cary Ann Siegfried, Library Director
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www.washington.lib.ia.us

115 W. Washington St.
Washington, IA 52353
319.653.2726 Phone
319.653.3095 Fax

JOB POSTING – FAMILY SERVICES LIBRARIAN

The Washington Free Public Library is looking for a team-oriented individual who is passionate about early literacy and enjoys interacting with families with young children to build the foundation needed for a lifelong love of reading and success in school!

Job Summary: Under the direction of the Library Director, the Family Services Librarian plans, implements and evaluates library services and programming for children from infant through 2nd grade and their families/caregivers as well as providing outreach to childcare centers and schools and selecting and maintaining early childhood collections.

Work Schedule: Full time, 40 hours per week. Participates in a regular rotation for evening and Saturday hours.

Essential Job Duties:

- Plan and organize family and early literacy programs and events including in-house and outreach activities
- Create marketing materials and promote all family and early literacy programs and events
- Collaborate with schools, preschools, and other community organizations
- Order library materials and program supplies
- Set up displays and bulletin boards for special family events and seasons
- Select new material and maintain the picture book, reader, and primary collections, and work with Youth Services Librarian to manage the juvenile nonfiction collection.
- Manage the library's social media presence for families, as well as other communication channels.
- Perform other shared duties required to provide library customer service and day to day library operational requirements.

Knowledge, Skills & Abilities:

- Knowledge the principles and practices of public library services for young children and their care-givers
- Knowledge of the stages of early child development and the impact of library programs and services on developmental progress
- Knowledge of public library organizational and operational systems such as programming, outreach, reader's advisory techniques and reference services.
- Knowledge of personal computer applications, hardware, and software
- Knowledge of customer service principles and processes
- Skill at communicating clearly with patrons, peers, and supervisor



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- Skill at utilizing the Library's integrated library system to provide service to library patrons and to effectively manage library collection inventory
- Skill at counting change and handling money
- Skill at working with and troubleshooting technology equipment
- Skill at developing creative and unique programs through community input
- Skill at engaging young patrons and creating a welcoming environment for youth
- Skill at creating and maintaining strong relationships with community partners
- Able to manage and prevent conflict, and remain calm and collected during crises
- Able to manage time wisely and prioritize effectively to complete assignments on time
- Able to interact with all library patrons in a friendly, polite, and helpful manner
- Able to appreciate and respect the diversity of peers, volunteers, and patrons
- Able to follow library policies and procedures
- Ability to speak/read Spanish is helpful.

Education and Experience: Combination of experience, education, and training that provides the required knowledge, skills, and abilities, and is equivalent to a Masters Degree in Library and Information Science (M.L.I.S). ***Candidates holding an M.L.I.S degree or possession of a Bachelor's degree and interest in working toward the M.L.I.S. in the near future are preferred.*** Ability to achieve Public Library Staff Certification from the State Library of Iowa required.

Pay Range: \$16.25-\$23.50 per hour depending on experience and education and excellent benefits through the City of Washington.

To Apply: A cover letter, resume, and a City of Washington Job Application should be submitted to Cary Ann Siegfried at 115 W. Washington St, Washington, IA 52353 or via email to cary.siegfried@washington.lib.ia.us.

Apply before: February 15, 2023