

## Sandusky Library Job Description

**Job Title:** Children's Services Specialist

**Position Classification:** Clerk II

**Reports to:** Children's Services Manager

**Job Responsibilities:** Provides excellent customer services, with an emphasis on children, parents, caregivers, childcare agencies, and schools. Plans and executes story times and promotes reading activities, organizes outreach services on behalf of the Children's Department as assigned by supervisor.

**Required Qualifications:** High school degree.  
Appropriate experience in working with young children.

**Education, Training and/or Experience Knowledge, Skills, and Abilities:**

Basic computer knowledge for general library communication and operations.

Ability to organize, prioritize, and execute multiple tasks.

Possess strong verbal, written, and presentation skills.

Ability to use drama and imagination to entertain children.

General knowledge of child development.

Ability to understand and communicate library policies and procedures effectively to Library staff and patrons.

Ability to work independently and with co-workers, in a team environment with minimal supervision.

**Principle Duties:**

Develop and perform children's story times, skits, and other reading related activities.

Plan and carry out craft activities for a variety of ages to coincide with reading themes.

Compiles daily, monthly, and annual statistics as directed by supervisor.

Works at service desk as assigned by supervisor.

Represents the Children's Services Department at area community events, school assemblies, and childcare agencies.

Conducts library tours for school groups, home school families, and youth organizations.

Maintains collection of props, incentives, and art supplies for the department, ordering new materials as needed.

Performs other duties as required.

*For compliance with ADA: Any individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.*