



City Office  
416 9th Street  
Sheldon, IA 51201  
(712) 324-4651

# Children's Librarian

**Department:** Library

**Reports To:** Library Director

**FLSA Status:** Non-Exempt, Part-Time

**Revision Date:** September 29, 2025

## Position Summary

The Part-Time Children's Librarian is responsible for developing, implementing, and managing library services, programs, and collections for children from birth through middle school. This position fosters a lifelong love of reading, supports literacy development, and engages children, families, and caregivers as active participants in the library community.

## Essential Duties & Responsibilities

- Plans, promotes, and leads storytimes, summer reading programs, and other educational and recreational activities for children.
- Provides reference and readers' advisory services to children, parents, educators, and caregivers.
- Develops, maintains, and evaluates the children's collection, including material selection, cataloging, weeding, and collection development.
- Builds partnerships with schools, childcare providers, and community organizations to enhance literacy outreach and engagement.
- Creates a safe, inclusive, and welcoming library environment that encourages exploration, learning, and family participation.
- Trains, supervises, and provides direction to volunteers or support staff assigned to children's services.
- Maintains current knowledge of children's literature, educational practices, child development, and emerging library trends.
- Promotes library resources, services, and programs through outreach, displays, and community events.
- Assists with circulation desk duties, technology help, and other library operations as needed.
- Performs other duties as assigned to support overall library operations.



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## **Knowledge, Skills, and Abilities**

- Knowledge of children's literature, child development, and literacy strategies.
- Knowledge of library science principles and best practices in children's services.
- Strong organizational, interpersonal, and communication skills.
- Ability to design and implement creative, age-appropriate, and inclusive library programs.
- Ability to engage with children and families in meaningful, supportive ways.
- Ability to supervise and direct volunteers or staff effectively.
- Skill in readers' advisory and reference services for children and caregivers.
- Proficiency with integrated library systems, databases, Microsoft Office, and digital resources.
- Ability to maintain patience, composure, and a service-oriented approach in a dynamic environment.

## **Certificates & Licenses**

- Valid driver's license and reliable transportation may be required for outreach activities.
- State Public Librarian Certification preferred.
- CPR/First Aid certification preferred.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- The noise level in the work environment is generally moderate, but may increase during children's programs or events.
- Work is performed primarily in an indoor library setting with frequent interaction with children, families, and the general public.
- The position requires a professional, service-oriented demeanor and the ability to maintain patience and composure with children and patrons.



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- Occasional evening and weekend hours may be required to support programs and events.
- **Environmental Factors:** Exposure to dust, cleaning supplies, and occasional outdoor activities.

## Physical Requirements

### Frequency Definitions:

- **Occasionally:** 1–33% of the time
- **Frequently:** 34–66% of the time
- **Continuously:** 67–100% of the time

<b>Activity</b>	<b>Frequency</b>	<b>Notes</b>
<i>Sitting</i>	Frequently	At a desk, computer, or service desk.
<i>Standing</i>	Frequently	During storytime, programming, or assisting patrons.
<i>Walking</i>	Frequently	Throughout the library or during outreach.
<i>Lifting/Carrying (up to 25 lbs)</i>	Occasionally	Books, supplies, program materials.
<i>Pushing/Pulling</i>	Occasionally	Book carts, equipment, or furniture.
<i>Bending/Kneeling/Reaching</i>	Occasionally	Shelving books, setting up activities.
<i>Talking/Hearing</i>	Continuously	Engaging with children, families, and staff.
<i>Vision (close and distance)</i>	Continuously	Reading, computer use, monitoring activities.

## Employment Disclaimer

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. The employer reserves the right to amend and change responsibilities to meet organizational needs as necessary.



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Employment is at-will, meaning that either the employee or the employer may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law.

### **ADA Statement**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Employees who require accommodations are encouraged to notify the Library Director.

### **Equal Employment Opportunity (EEO) Statement**

The City of Sheldon provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, or any other protected characteristic under applicable law.