

**LIBRARIAN III (Children's Services)**  
(Milwaukee Public Library)

**PURPOSE:** Under general supervision, a Librarian III - Children's Services performs collection development, reference, reader advisory, programming and outreach work of the most complex and responsible nature, and trains and advises other librarians in these areas. Assignments require a level of expertise and the exercise of initiative and judgment commensurate with full development as a professional librarian.

**ESSENTIAL FUNCTIONS:**

- Assist customers in the selection and location of print and non-print materials and information, and in the use of the on-line catalog, electronic databases, the Internet, microforms, indexes, bibliographies, reference tools and microcomputers.
- Perform ready reference and reference service, usually of a complex nature.
- In consultation with the immediate supervisor and the Coordinator of Children's Services, manage all aspects of the children's area at assigned location, including collection development for print, media, and electronic formats; set goals, manage budget, delegate responsibilities appropriately, and supervise staff.
- Plan and implement local library programs to disseminate information about materials and services available to children, parents, educators and others in community groups; coordinate programs.
- Coordinate system-wide programs in consultation with the Coordinator of Children's Services.
- Represent the library in the community through educational, informational, and cultural activities by speaking and serving on committees.
- Initiate, write, follow through, and evaluate juvenile programming through the grant process.
- Serve as temporary librarian-in-charge of a facility or service for short or extended periods of time.
- Assist in training and supervising Librarians I and II, paraprofessionals, and clerical personnel; supervise, train and evaluate the children's assistant librarian.
- Supervise and/or delegate the duties of young adult services in consultation with the immediate supervisor and the Assistant City Librarian.
- Assist the public in computer use.
- Perform other related functions as assigned.

Librarians III are hired to the Milwaukee Public Library system and work assignments are subject to change. Assignments will be made in children's services at a Neighborhood Library, at the Central Library, or in Mobile Library and Outreach Services.

**MINIMUM REQUIREMENTS:**

1. Master's Degree in Library Science from a school accredited by the American Library Association.
2. Four years of successful, post MLS librarian experience, at least two years of which must have been at a level comparable to a Librarian II with Milwaukee Public Library.
3. Residency in City of Milwaukee within six months of appointment and throughout employment.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Strong customer service orientation.
- Knowledge of children and their development, children's literature and age appropriate programming for children.
- Advanced knowledge of microcomputers, on-line catalogs, databases, networks, the Internet, word processing and their application for library use.
- Excellent verbal and written communication skills.
- Ability to speak well before diverse groups.