

City of Perry

Job Posting

Posted Date: 1/11/19

Closing Date: when filled

Position: Children’s Librarian

Job Type: Full-Time

Reports to: Library Director

Requirements:

* Proficient in Microsoft Office & computer skills; experience making flyers brochures would be a positive
* Excellent filing and spelling skills
* Must enjoy working with the public of all ages; must enjoy working with children and providing readers advisory services
* High level reading and writing skills
* Accurate record keeping
* Pleasant and helpful attitude
* Collection Development (book selection) and de-selection based on circulation statistics
* Responsible for activity in the children’s department. This includes planning and implementing year round children’s programming
* Ability to learn how to use the circulation system
* Ability to learn how to use e-book and teach the public to do the same
* Catalogs library materials
* Schedule meeting room
* Follow policies set forth in the Library Policy Manual
* Ability to network and do outreach
* Use teamwork and assist other departments
* Must be able to drive to training sessions in other cities
* Must be able to work all the hours the library is open; rotating Saturday mornings
* This position primarily works in the Children’s department
* Ability to lift up to 40 pounds and push or pull carts weighing up to 200 pounds. Bend, stoop, and reach shelving from floor level to 6 feet high
* Vision, Communication, and Mobility to fulfill job requirements
* Keep downstairs clean—including restrooms
* Attention to Detail
* Full-Time

Applications may be submitted by:

Mail: PO Drawer 798, Perry, OK 73077

E-mail: hr@cityofperryok.com

FAX: 580-336-4111

In Person: 622 Cedar Street, Perry, OK

The City of Perry, Oklahoma is an Equal Opportunity Employer.