

**LARAMIE COUNTY LIBRARY SYSTEM
JOB DESCRIPTION**

Job Title	FLSA Status
EARLY LITERACY LIBRARIAN/COORDINATOR	EXEMPT
Division	Pay Grade
YOUTH & OUTREACH SERVICES	27

JOB SUMMARY

The primary responsibility of the Early Literacy Librarian/Coordinator is to develop outreach opportunities that get the library into the homes of at-risk preschoolers. This includes participating in system-wide strategic initiatives of providing early literacy experiences to infants through preschoolers (birth to age five) and connecting with parents and caregivers through programs, outreach and community partnerships. The Early Literacy Librarian/Coordinator assumes responsibility for the effective execution of programs and services in support of early literacy and childhood literacy within the library’s broader program of services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains patron confidentiality in compliance with Wyoming state law.
2. Performs public relations for the library. As the first and sometimes only person that a patron may be in contact with, public relations is a very important aspect of this position.
3. Spends appropriate amount of time away from the desk roving using established procedures. Meets patrons at their point of need.
4. Provides exceptional public service to all patrons served. Strong public service ethic evidenced by the ability to relate to and communicate with teens, children and adults.
5. Maintains knowledge of the Youth Services Assistant position and covers public service desks as needed, but with limited hours.
6. Models to all staff, appropriate early literacy library service to children and caregivers.
7. Develops, plans and implements library programs for at-risk preschoolers, primarily in their home environment, including working with parents of at-risk preschoolers to assist them in providing early opportunities for their child (children) to learn.
8. Works with the Assistant Manager, Youth & Outreach Services/Children’s Librarian to assist in development and implementation of early literacy programming inside and outside the library, including parent workshops working with early literacy interactive materials and digital products.
9. Creates partnerships with programs, such as Laramie County Maternal Family Health Services; Parents as Teachers; Wyoming Department of Health’s Healthy Baby Home Visitations; COMEA; and Child Protective Services within the Wyoming Department of Family Services so that they may accompany them on home visits to introduce concepts of early literacy.
10. Cultivates partnerships with relevant community organizations, such as Women, Infants and Children (WIC); Stride; Head Start; Laramie County School District #1 and #2; WY Quality Counts; and Wyoming Kids First.
11. Creates and maintains MOUs with partners.
12. Develops a diverse and thorough knowledge of early literacy educational materials, including popular media and technology for children, parents, caregivers and professionals.

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13. Utilizes appropriate professional guidelines as a benchmark to assist with development and implementation of early literacy services, such as kindergarten readiness tools and Every Child Ready to Read.
14. Reviews both professional articles and children’s media sources to keep up with trends and developments in early literacy, early childhood brain development and elementary education.
15. Maintains education and knowledge of relevant early literacy initiatives in the county, state, region and nation.
16. Speaks publicly about the program’s development, early literacy concepts and evaluation of successes and failures.
17. Works Greeter Desk as assigned.
18. Performs other related and necessary duties as assigned.

MINIMUM REQUIREMENTS

- Master’s degree in Library Science or Information Science from an ALA-accredited college or university or social work degree from an accredited college or university; and
- 3 years of directly relevant experience; or
- The equivalent combination of education and experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must have a current driver’s license valid in the State of Wyoming or the ability to obtain one within six months of hire date.
- Proficiency with a variety of software programs and systems related to the operations of the library including word processing, internet, scheduling/calendaring/email, integrated library systems, and operating systems.
- Working knowledge of public library operations.
- Proficiency in applying good customer service skills.
- Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks.
- Ability to work flexible work schedules including weekends and holidays.
- Ability to speak, read, comprehend and write the English language.
- Knowledge of early childhood education and at-risk populations.
- Ability to network and build and sustain relationships.
- Excellent verbal and written communication skills.

REPORTING RELATIONSHIPS

Reports to: Assistant Manager, Youth & Outreach Services/Children’s Librarian
Supervises: Volunteers

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PHYSICAL EFFORT AND WORKING ENVIRONMENT

The essential duties and responsibilities of this job require the employee to move or manipulate moderately heavy equipment, boxes, carts, files, and/or stacks of material from one location to another.

LATEST REVISED DATE 09/2017