JOB ANNOUNCEMENT:
Children's Librarian 1
Exempt, full-time, regular employment
Closes Monday, December 7, 2026 at 11 AM, PST



ABOUT THE SIUSLAW PUBLIC LIBRARY DISTRICT Bounded by the Pacific Ocean on the west and the Coast Range on the east, the Siuslaw region is a rural landscape of beaches, lakes, forest, and rivers. With locations in both the coastal town of Florence and the inland river community of Mapleton, the library district welcomes hundreds of visitors each day to a busy rural library system. Learn more about the library district and the recently adopted strategic plan at SiuslawLibraryPlan.org.

The Position: The Siuslaw Public Library District has an opening for a Librarian 1 specializing in Children's Services. The Children's Services Librarian will be responsible for planning, delivering, and promoting library services and programs for children from birth through age ten, their families, and the educators that serve them throughout the library's service region. The Children's Services Librarian position requires a minimum qualification of a bachelor's degree and two years of relevant experience or an equivalent combination as outlined in the job description. This is an entry-level, professional position that will consist of 40 hours a week and will have a Tuesday to Saturday weekly schedule. This position requires a commitment to excellent patron and library service and the ability to work and excel in a team environment. The successful candidate will have experience and/or education in children's services, education, or a closely allied field. This is a regular, exempt, full-time position. The starting salary range is $4,463–$4,737 per month, with a full salary range extending to $6,873 per month. Placement on the scale is dependent on education and experience.

To Apply:

1. Complete and submit the Siuslaw Public Library District job application along with your original, human-written cover letter describing your interest in the position. Your application will be used to screen for minimum qualifications and must be submitted via email to jobs@siuslawlibrary.org or delivered in person or via mail to the Siuslaw Public Library District prior to the application deadline. *No supplementary material (e.g. recommendation letter or a résumé) will be considered unless requested.*
2. Minimum Qualifications Review: Applications will be screened for minimum qualifications after the posting closes. Use the job description to determine if you meet minimum qualifications for this position and make sure to reflect those qualifications on your completed application.
3. Subject Matter Expert Review: Depending on the number of applicants that meet minimum qualifications, a subject matter expert panel may perform an in-depth evaluation of your application and cover letter. Additional material such as transcripts, responses to essay questions, or work samples may be requested if you advance in the selection process.
4. Panel Interview(s): Panel interviews will be scheduled with candidates who successfully pass the application screening and, if applicable, subject matter expert review.
5. Additional materials may be requested of the top candidates, as ranked by the interview panel.
6. Conditional Offer of Employment: A conditional offer of employment, contingent upon the successful completion of a reference check and background check and verification of the applicant's legal right to work in the U.S., will be extended to the successful candidate.
7. Start Date: A start date will be determined after all conditions of employment have been met.
8. Please note that Veterans' Preference will be applied throughout the hiring process as outlined in Oregon Revised Statutes. Qualified applicants must complete the Veterans' Preference portion of the Siuslaw Public Library District job application and provide required documentation with their completed application.

Accommodations: Applicants requiring reasonable accommodations in completing the application or the interview process should notify Library Director Meg Spencer at meg@siuslawlibrary.org or 541-997-3132.

Siuslaw Public Library District

Job Title: Librarian 1: Children's Services
Job Classification: Exempt
Job Type: Regular full-time

I. Essential Functions

- Staff library reference desk.
- Provide prompt and accurate information and services to patrons in person and by phone.
- Assist patrons with readers' advisory and finding library materials.
- Address basic and complex patron reference questions.
- Assist patrons with public computers and offer basic instruction.
- Order and process materials for assigned areas of library collection.
- Catalog library items.
- Plan and execute library programs.
- Perform a variety of clerical and administrative tasks.
- Represent the library at various community events.
- Travel throughout the library district and between library locations to transport library materials and/or provide outreach services.

II. Other Responsibilities

- Perform OCLC copy cataloging, original cataloging, and add items to library catalog system.
- Answer computer, software, and internet questions; troubleshoot computer issues.
- Keep current on library trends and developments affecting collection development, reference, and library services.
- Participate in professional organizations such as the Oregon Library Association.
- Provide timely and accurate information to the library director regarding strategic plan and budget in area of specialization.
- Make patron service and information needs decisions.
- Authorize exceptions to library procedures within library policy to satisfy patron needs.
- Serve as person in charge as needed.
- Monitor and respond to patron concerns and difficulties.
- Assist other staff as needed, including basic circulation functions.
- Train regular and substitute staff as needed.
- Perform minor janitorial functions.

III. Specializations

The Librarian 1 will be responsible for one or more ongoing specializations *(see section IX: Specialization Descriptions for details)*.

IV. Abilities, Skills, and Knowledge

Required

- Excellent knowledge of library reference practices and collection development procedures.

- Working knowledge of library reference tools, including print and electronic media.
- Ability to provide excellent service to patrons of diverse backgrounds and ages.
- Strong knowledge of library collections.
- Excellent written and spoken communication skills.
- Excellent customer service skills.
- Ability to work independently and take initiative to successfully complete job duties.
- Ability to work successfully in a team.
- Ability to follow written and spoken instructions.
- Ability to prioritize tasks and handle more than one task simultaneously.
- Demonstrated flexibility, creativity, and positive attitude.
- Knowledge of basic office procedures, software, and equipment.
- Knowledge of the organization of libraries.
- Punctuality and flexibility of schedule.
- Ability to work evening or weekend hours as assigned.
- Familiarity with and ability to follow all policies and procedures of the library, as defined by the Siuslaw Public Library Board.

Preferred

- Knowledge of websites and social media.

V. Education, Experience, and Certifications

- This is an entry-level, professional librarian position.
- Minimum requirement: bachelor's degree and two years of relevant experience. Any satisfactory combination of experience, education, and training which demonstrates the knowledge, skills, and abilities to perform the essential functions of this job may be substituted.
- Master's degree in library science or library and information science preferred.
- This position requires a valid driver's license and safe driving record as outreach throughout the district is an essential function of this specialization.

VI. Physical Requirements

- Regularly communicate by talking and listening in a positive and productive manner.
- Regularly use hands and fingers to perform tasks.
- Regularly move materials weighing up to 20-30 pounds, such as files, books, office equipment, etc.
- Occasionally move materials up to 40-50 pounds.
- Regularly push or pull carts with up to 80-100 pounds of materials.
- Regular repetitive motion, including repetitive tasks.
- Occasional periods of stationary standing.
- Regular periods of sitting.
- Frequent walking, reaching, and feeling.
- Occasional bending, stooping, or grasping.
- Occasional kneeling or crawling.
- Frequent dexterity, coordination, and high accuracy while operating office equipment.

- Accurate close and distant vision with ability to focus for accurate reading, including shelves at various heights.

VII. Working Conditions

This position occurs in a variety of office and/or library workplace settings. It usually has stable, well-managed, and comfortable job conditions. There is a potential for occasional hazards or obstacles, and a low level of personal risk stemming from environmental conditions and/or human-driven possible hazards. Conditions include:

- Regular interactions in person and by phone or email with library patrons, visitors, colleagues, and volunteers.
- Frequent use of office equipment, including computers with keyboard and mouse, telephone, and other electronic devices.
- Regular required travel, including to outreach activities, between library locations, or to workshops, professional meetings, or conferences.

VIII. Statement

This position must have the ability to perform the essential functions and physical requirements of the position, with or without reasonable accommodation as defined by the Americans with Disabilities Act.

IX. Specialization Description

Children's Services

Under the supervision of the Library Director:

- Plan and execute children's programs, including outreach, for patrons from birth to age 10.
- Travel to local schools, nonprofit organizations, and other youth service providers to provide ongoing outreach support.
- Order and process materials for children's collections.
- Create and maintain relationships with teachers, parents, and other service providers who interact with young people.
- Assist with programming for teen and tween patrons as needed.
- Staff the library's reference desk on a regular basis.
- Education or experience in children's services, education, or a closely allied field preferred.

This position description covers the most significant essential and auxiliary duties performed by the position, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This description does not constitute an employment agreement between the employer and employee or candidate and is subject to change by the employer as the organizational needs and requirements of the job change.