

Position Title	Storytime Specialist		
Working Title			
FLSA Status	Eligible	Job Code	
Salary Band	A4	Revised	02/2023

General Purpose

With a limited degree of supervision and working within established procedures, this position provides storytimes and related services to licensed childcare facilities and in-home childcares in Spokane County.

Illustrative Examples of Duties and Responsibilities

Plans, prepares, and delivers storytimes to groups of children and childcare providers.

Serves as the District’s liaison with childcare facilities and staff.

Models best early literacy practices to childcare staff and children.

Promotes library services to childcare staff and children.

Perform duties of Mobile Services Associate as backup.

May provide storytimes in libraries as backup.

May select and deliver deposit items for childcare facilities.

May perform seasonal tasks such as shoveling snow and spreading ice melt.

Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Supervision

Reports to	Mobile Services Supervisor Receives direction from Public Services Manager
Supervises	N/A

Qualifications

The ideal candidate will have five years' experience working with children ages birth to 8 years in an educational capacity and training in children's literature.

The District may accept an equivalent combination of education and experience in lieu of the above.

Necessary Knowledge, Skills & Abilities

Knowledge of	Childhood development
	Library resources, programs, and services
	Principles of intellectual freedom and open access
	Literature with a youth focus
Skill in	Use of Microsoft Office and other software applications
Ability to	Demonstrate clear and concise speaking skills with individuals and groups
	Communicate effectively with staff and others
	Consistently demonstrate effective customer service behavior(s)
	Interact in a professional and respectful manner with District staff and the public
	Maintain confidentiality of customer information
	Establish and maintain effective working relationships in a team environment
	Use initiative, problem-solving skills, and sound judgement
	Work quickly and accurately; follow directions; meet deadlines

Work Environment

Work is performed primarily in a childcare or library environment. The noise level is usually moderate. Work may be performed outdoors and exposure to extreme weather conditions may occur.

Remote Work

Not eligible for remote work.

Physical Demands

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch for extended periods of time; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck.

Special Requirements

Background check required, per policy

Must have valid driver's license and required insurance when operating a privately owned vehicle for business purposes.

Must be able to travel to various locations to perform work, and/or attend work-related meetings, workshops or conferences.

May be required to drive a District vehicle to various locations to perform work.

- Valid driver's license required when driving District vehicle
- Driver's license check required

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.