

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Job Title	Storytime Specialist		
Reports to	Mobile Services Supervisor	Supervises	N/A
FLSA/WMWA Status	Eligible for overtime	Remote Work Status	Not eligible for remote work
Revision Date	March 2025	Compensation Band	A4
Working Hours	While the District will make a good faith effort to maintain regular, predictable schedules, employees are expected to be available to work a variety of hours; working hours are subject to change and employees are scheduled according to the needs of the District which may include days, evenings, and weekends.		
Required	Background & driver license check		

Job Overview
With a limited degree of supervision and working within established procedures, this position works with Public Services Managers and the Mobile Services Supervisor to provide storytimes and related services to licensed childcare facilities and in-home childcares in Spokane County.

Qualifications	
The ideal candidate will be able to build relationships at all levels, 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.	
Ability to	Analyze and use reasoning to logically solve problems and contribute to the solution of problems related to library services
	Communicate effectively with staff and customers
	Establish and maintain positive team relationships
	Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds
	Follow directions and work quickly and accurately to meet deadlines
	Interact in a professional and respectful manner with staff and customers, demonstrating positive customer service behaviors
	Interpret, apply, and support system wide policies, procedures, and services
	Maintain confidentiality of customer information
	Model behavior for high levels of service
	Speak publicly in order to execute District programs and represent the District to community groups
	Travel to a variety of locations to perform work and/or attend work-related meetings and trainings
	Use initiative, problem-solving skills, and sound judgement
	Work with and troubleshoot office machines, such as copiers
	Knowledge of
Childhood development	
Dewey Decimal system of classification	
Library services and resources	
Literature with a youth focus	
Microsoft Office and other software applications	
Principles of intellectual freedom and open access	
Other	Valid driver license and required insurance when operating a privately-owned vehicle for business purposes.

Job Duties

The duties listed 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.

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.

Enforces the Code of Conduct in District facilities.

Work to resolve internal and external customer issues effectively and with a customer-first mentality; refer to other departments or staff as necessary.

When not engaged in the above, this position:

- Performs duties of Mobile Services Associate.
- Provides storytimes in libraries.

In addition, this position may:

- Select and deliver deposit items for childcare facilities.
- Provide direct library service to customers; perform readers' advising and information services in response to customer inquiries; assist in circulation services.
- Assist customers with material check out, use of personal technology devices, place & retrieve holds; sort, shelve and organize library materials.
- Clean and disinfect work and public areas.
- Perform seasonal tasks such as shoveling snow and spreading ice melt.

Performs other duties as needed or as directed.

Work Environment

Work is performed in a library, childcare or mobile library environment which does not include running water or other personal use facilities. This position may drive large Mobile Service vehicles year-round. An individual performing the duties of this position may be required to work both indoors and outdoors in a variety of weather conditions.

The noise level is usually moderate.

Physical Demands

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing up to 200 pounds on a wheeled cart or hand truck.

Psychological Demands

Make decisions, learn new tasks, remember processes, maintain focus performing repetitive duties, communicate with customers and other staff, interact with or witness interactions with individuals who may be angry, hostile, experiencing mental and/or physical health issues.