

PROGRAMMING LIBRARIAN

Department: LIBRARY

Immediate Supervisor: LIBRARY DIRECTOR

Classification: PART-TIME, HOURLY

Salary: \$15-20

Job Summary

Plan and implement Library programs for children, teens, families, and adults of all ages. Check Library materials in and out. Assist in other library avenues as assigned.

Job Scope

Works under the supervision of the Library Director. Work with local schools and daycare providers in identifying curricular needs of students in the area and ways the Library can assist. Work with community members, local business, and organizations to provide educational and recreational programs and events for adults.

Essential Job Duties and Responsibilities

- Plan and implement programming for children, teens, and families such as storytimes and after-school activities.
- Plan and implement programming for adults in line with community needs and strategic plan goals, including educational events, author visits, crafts, and movies.
- Plan and implement a Summer Library Program for all age groups, with the assistance of other library staff.
- Assist with circulation, interlibrary loan, cataloging of materials, outreach services and volunteer coordination as needed.
- Other duties as assigned.

Physical and Environmental Conditions

Frequent use of a computer. Ability to transport self from building to building and attend various functions of the City and its supporting agencies within or outside the City. Must be able to lift 25 pounds. Must be able to communicate with staff and patrons.

Minimum Education, Experience and Certification

High school diploma required, some college training is desired. Experience in library work is desired but not required. Customer service and management experience is greatly desired.

Knowledge, Skills and Abilities

Must be familiar with child development and children's literature. Must be able to meet and deal with the public in a pleasant, courteous and professional manner. Must be willing and able to make presentations before community groups and patrons. Must be aware of current literary trends and issues of library-information policy. Must be able to use a computer, the internet, and general office equipment. Must be able to work evenings, weekends, and summers.