

Lincoln County Public Library
Job Description
Adult Programming Coordinator
Developed January 6, 2014
Approved January 30, 2014

General Description:

The Adult Programmer is primarily responsible for planning, advertising, and conducting programs for adults.

This is a part time position.

Supervision Received:

Works under the general supervision of the Director and Assistant Director.

Essential Functions:

Programs

- Creates and implements a regular schedule of adult programs with a strong focus on technology in the library and throughout the community.
- Sets up program space, attends programs, and assists presenters as needed
- Cleans up program space following all programs.
- Assists with coordination of library activities, programs, displays, exhibits, and services based on community needs and interests.
- Plans, participates in and implements special activities and programming with a focus on adults, such as the summer reading program and various community events.
- Assists with measuring and evaluating library services and programs.
- Performs circulation clerk duties as required.
- Shelves library materials and reads shelves.
- Answers directional questions and refers library customers to appropriate personnel.
- Other duties as assigned

Marketing

- Develops, directs, and implements marketing services for programs through displays, flyers, brochures, posted notices, telephone calls and/or website updates, upon Director approval.
- Assists as a community liaison to promote library services and programs through tours, demonstrations, presentations, and displays. Represents the Library at community or professional meetings, as needed.
- Surveys community for relevancy of Library programming goals and plans to attract users for programs.
- Joins appropriate regional, state, or national library organizations.

Administration

- Maintains accurate and up-to-date statistics for programs.
- Assists the Director with recordkeeping and the preparation and submission of all required reports and grants related to programs.
- Keeps current with library trends, issues, and technology as well as political, economic, and demographic issues that may affect library services and programs.
- Contributes to strategic plan and short- and long-term goals.
- Performs other duties as assigned.

Circulation

- Registers patrons, distributes new cards.
- Maintains confidentiality in all patron and staff interactions.
- Provides technical support or instruction to patrons on all library equipment and devices.
- Troubleshoots technical problems either on own or in conjunction with internal or external IT.

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Knowledge, Skills, and Abilities

Knowledge

- Knowledge of print, non-print, digital, and online information sources available from a wide variety of sources, including publishers, the Internet, and library and vendor-based systems.
- Strong knowledge of computers and technology.
- Continuing knowledge through on-going professional development.

Skills

- Strong computer and technical skills.
- Excellent communications and organizational skills.
- Planning and prioritizing workflow and making changes as required.
- Using good interpersonal skills in a variety of situations and with a diverse patron and staff population.
- Skill in using independent judgment in a wide variety of situations.

Abilities

- Strong Ability to present ideas and to provide instruction. Comfortable with teaching and use of various forms of technology.
- Ability to organize and prioritize the duties of the position and efficiently complete the responsibilities of the job.
- Ability to set priorities and coordinate multiple projects.
- Ability to successfully maintain performance of assigned duties and responsibilities to achieve the desired outcome.
- Ability to communicate effectively verbally, in writing, and by listening.
- Ability to interact in a positive, effective manner with coworkers, Director, and general public.
- Ability to perform with a minimum of supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness in work environments.
- Ability to adapt to multiple demands and changing priorities, to learn, and be willing to embrace change. Remains flexible.

Job Qualifications

Must have excellent customer service skills. Experience teaching in formal and/or informal settings. Must have or be willing to obtain the appropriate certification from the Kentucky Department for libraries and archives.

Education or Formal Training

Undergraduate degree in a related discipline, 3 to 5 years progressively more responsible related work experience.

Or

MLS from an accredited library school

3 years relevant experience including planning and presenting programs, events, and exhibits

Or equivalent combination of education, training, and work experience that will provide the required knowledge, skills and abilities

Supervisory Duties

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Position has limited supervisory responsibility related to volunteers and community service workers.

Environment

Work is performed in a normal public library environment, working with staff members and the general public.

Physical Activities

To successfully perform this job, the employee must be able to perceive sounds at normal speaking levels with or without correction and have the ability to give and receive detailed information through oral communication. The employee is often required to sit and use a keyboard and mouse. The employee is also required to stand, walk, reach with arms and hands, bend or stretch, climb or balance, and to stoop or kneel in order to locate and obtain information, materials, or equipment of a wide variety of sizes and shapes throughout the library, up to 50 pounds. Must be able to grasp and turn objects. Work includes some physically challenging work such as moving furniture or boxes to storage facilities. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compliance/Other

This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position. 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. This job description does not constitute an employment agreement between LCPL and the employee and is subject to change as the needs of LCPL, and the requirements of the position change.

As an Equal Opportunity Employer, the Lincoln County Public Library does not discriminate on the basis of race, color, religion, gender, national origin, disability, genetic information, military status or any other status protected by law or regulation. It is our intention that all qualified applications are given equal opportunity and that selection decisions be based on job-related factors. For more information, please contact the Library Director.

Adopted by the Lincoln County Public Library Board of Trustees this 30 day of January, 2014.

_____ Board President _____ Date