

# **LIBRARY ASSISTANT II PROGRAMMING COORDINATOR**

## **Job Description**

### **General Statement of Duties:**

The Programming Coordinator performs a variety of library tasks under the direction of the Assistant Director relating to programming for all ages.

### **Qualifications:**

The following minimum requirements are established for this position:

1. Associate's Degree or equivalent experience
2. A genuine interest in helping customers.
3. Strong interpersonal skills.
4. Experience with developing and implementing programs for all ages.
5. Ability to work in team and individual tasks and is a self-starter.
6. Demonstrated skills in planning, development and producing events and special projects; attention to detail when numerous and diverse demands are involved; forward-thinking
7. Strong organizational skills—ability to complete and prioritize simultaneous projects.
8. Strong working knowledge of software applications and a willingness to learn more.
9. An interest in library materials and services and attention to detail.
10. Ability to lift, sort, shelve, and push library materials of up to 40 lbs. and ability to ascend and descend stairs on daily basis.

### **Responsibilities:**

The Programming Coordinator is responsible to the Assistant Director for the following:

1. Greet and work with public and library staff, demonstrating a positive attitude and flexibility.
2. Plan, prepare, and conduct monthly events and activities for youth, teens, adults, and families.
3. Assist with outreach opportunities.
4. Assist with volunteers of all ages.
5. Staffs service points as scheduled.
6. Help patrons locate materials, use the online catalog and other equipment, and provide readers' advisory services.
7. Sort and shelve library materials as well as regular shelf reading.
8. Assist with the summer reading program, including event planning and implementation for youth, tweens, teens, and adults.
9. Prepare and conduct school-based and library-based book discussions.
10. Keep reports and records as requested by supervisor.
11. Address any safety issues as well as help maintain the positive appearance of the library.
12. Keep supervisor informed of noteworthy positive and negative occurrences.
13. Work rotating weekend schedule.
14. Available evenings to host occasional programs.
15. Practices excellent customer service when assisting with complaints or problematic issues.
16. Attend training sessions to keep education current and relevant to the position.
17. Other projects and duties as assigned.

### **Percentage of Performance Time:**

75% Programming activities, including outreach

25% Staff public service points