Chillicothe & Ross County Public Library

Programming Assistant

Supervisor: Enrichment Services Manager
Position: FLSA Non-Exempt
Pay Band: C

Position Summary

The Programming Assistant is part of a team that ensures a positive experience for adults and children in the library. The Youth & Adult Services Departments connect patrons with library materials, services, and programs, and provide information about additional community resources.

Essential Duties & Responsibilities

- Responsible for planning, presenting, and evaluating library programs for children, young adults, and adults both on and off-site, under the direction of the Enrichment Services Manager.
- Provide programming guidance to County Branch staff.
- Research and recommend quality speakers, artists, and programs for library users on and off-site.
- Be a resource for information about library services and programs to library patrons, library staff, and members of the community.
- Provide readers' advisory and answer reference questions in the library, and by phone, and assist patrons in locating library materials.
- Recruit, train, and manage adult and teen volunteers working in or on behalf of the library, under the guidance of the Enrichment Services Manager.
- Participate in selection and evaluation of library materials as assigned.
- Maintain library spaces to ensure an orderly and attractive experience for patrons.
- Serve on Bookworm development team.
- Prepare support materials and statistics for the enrichment programs.
- Participate in professional organizations and workshops, and keep informed of current trends and new techniques in adult services.
- Instruct patrons in the use of basic reference tools, both print and electronic.
- Responsible for monitoring the safety and accessibility of our physical and digital spaces. Report findings to supervisor as needed.
- Work in public service areas as assigned: including answering reference and information questions; checking materials in and out; answering the telephone; issuing borrower's cards; processing materials, shipments, and reports; shelving, shelf reading, etc.
- Assist patrons in the use of technology available in the library, including basic troubleshooting of microfilm, photocopier, and computer problems.
- Actively participates in safety and security trainings and utilizes training to protect the physical library, the library's online infrastructure, staff, and patrons.
- Perform related duties as required.

Qualifications

- High school diploma or G.E.D. Two years of coursework at the post-secondary level preferred.
- Two years library, customer service, or event planning experience.
- Ability to communicate effectively.
- Demonstrated ability to plan work.

Supervisory/Management Responsibilities

Responsible for library location in the absence of a manager.

Guide staff in Bands A & B.

Interaction

Frequent interaction with library employees, patrons, community organizations and vendors.

Computer/Technology Skills/Equipment/Software Skills

Common technology used in this position includes but is not limited to Outlook, Data Entry, Electronic Resources, SirsiDynix ILS, Microsoft Programs, Intranet (StaffNet), Internet (www.CRCPL.org) Laptop, and other library-related software applications.

Travel Requirements

Travel by automobile is required for position management responsibilities and training.
Frequency of travel: Occasional

Physical Demands

Ability to regularly lift/push/pull up to 50 pounds.

Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment.

Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

Work Environment

Majority of the work performed in a general office/library setting.

Telecommute Potential: 10%

Requires availability for extended or nontraditional hours as needed to perform job duties.

Requires periodic participation and attendance at related library events and training.

Work occasional weekend and evening hours to conduct library programs.

Disclaimer

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.