



POSITION TITLE	PROGRAMMING ASSOCIATE
HOURS OF WORK	Staff are required to work evening and weekend shifts, as assigned. Hourly; non-exempt from the overtime provisions of FLSA
PAY	Range 6, \$13.18 - \$19.11

MINIMUM QUALIFICATIONS:

1. Bachelor's degree required. Extensive experience may be substituted in lieu of educational requirement.
2. Library experience preferred.

KNOWLEDGE AND ABILITIES:

1. Creativity through a variety of programs, storytelling and use of new technology.
2. Possess independent judgment to set priorities and work independently.
3. Self-motivated.
4. Ability as a communicator (written, spoken, and listening) and positive interpersonal skills (friendly, courteous, and flexible disposition).
5. Dependable work habits (attitude, attendance, initiative).
6. Willingness to seek out new methods and principles to incorporate into existing practices.
7. Computer skills.

MAIN FUNCTION:

1. Assist in providing comprehensive library service to patrons, both inside and outside the library.
2. Create a welcoming environment for library visitors of all ages, especially people who are visiting for the first time.
3. Support the library's strategic plan by embracing its mission, vision and organizational priorities.

STAFF SUPERVISION: Occasional supervision of volunteers

RESPONSIBILITIES:

1. Participate in the routine desk responsibilities as needed.
2. Continue to develop knowledge of the profession through appropriate reading, meetings, conferences and workshops.
3. Provide reference and reader's advisory services to all library users and know when to refer more complex requests.
4. Supervise and assist patrons using the library.
5. Maintain a pleasant, inviting environment in the Library.
6. Accompany and assist on planned programs outside the library.
7. Actively engages community agencies—non-profit organizations, units of government, schools, and businesses—and establishes and maintains relationships with these contacts.
8. Assist in the maintenance of the collection.
9. Create publicity announcements and displays as needed.
10. Assist patrons in locating materials, the use of the online catalog, word processing computers, internet computers and microfilm reader/printer.
11. Assist as needed in other areas of the library.
12. Other related duties as assigned by the Director or immediate supervisor.

EQUIPMENT AND EFFORT REQUIRED:

Ability and manual dexterity to operate personal computer and keyboard, printers, telephone, and other office equipment. Ability to move items and materials weighing up to 40 pounds. Valid driver's license, vehicle insurance and motor vehicle required.

EVALUATIONS:

Evaluations will be conducted as per established board policy.

YOUTH FOCUS

Reports to: Youth Services Supervisor

DUTIES

1. Interest, desire and enthusiasm for serving youth, their families and their caregivers.
2. Strong background in children and young adult literature.
3. Plan, manage, implement and evaluate programs for preschool, elementary, middle and high school-aged students and their caregivers.
4. Serve as an advocate for youth and reading in the library and in the community.
5. Foster appropriate relationships with tweens and teen patrons

ADULT FOCUS

Reports to: Adult Services Manager

DUTIES

1. Plan, manage, implement and evaluate programs to adults.
2. Interest in and knowledge of fiction and non-fiction adult literature.

EMPLOYEE ACKNOWLEDGEMENT

I have read this job description and discussed it with my manager/supervisor.

Employee

Date

Manager/Supervisor

Date

Approved 11/01/05
Revised 4/24/19; 5/15/19,
2/19/2020; 3/16/2022