

**PINE RIVER PUBLIC LIBRARY DISTRICT
JOB DESCRIPTION**

JOB TITLE

Programming Coordinator

POSITION TYPE

Professional: Coordinator or Librarian I

EMPLOYMENT STATUS

Full time

RANGE OF PAY

\$19.00 – \$27.00 per hour

REPORTS TO

Assistant Director

POSITION OVERVIEW:

Under the supervision of the Assistant Director, this employee is responsible for helping to plan, implement, and evaluate public programming with a focus on adult programming. Programming should focus on the needs of the community and, whenever possible, community members should be included in the planning and implementation. The employee serves the public during shifts at the public service desk. This person also manages the library calendars, assists with art exhibits, and manages the workflow of the Library of Things collection. This position requires some evening and weekend hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES FOR CALENDARS:

1. Coordinate public use of the Community Room, maintaining the reservation calendar and coordinating events and reservations with the public and library staff.
2. Maintain the online Community Calendar, adding events submitted by the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES FOR LIBRARY PROGRAMMING:

1. In collaboration with the Assistant Directs, plans and coordinates adult and senior library programming and events, including developing, scheduling, implementing and evaluating programs. Coordinates with staff and public to avoid event conflicts, duplication, and possible scheduling issues. Liaises with community members and agencies in relation to library programming.
2. Coordinates library program statistics.
3. Assists with, children, teen, and all ages programming, acting as a program host substitute as needed.
4. Submits grants for library programs when applicable.

MISC RESPONSIBILITIES:

1. Assists Director in obtaining the proper information to complete budget requests related to programming.
2. Assists with quarterly art exhibits.
3. Works on special projects and related administrative duties as assigned.
4. Coordinates the workflow of the Library of Things.

ESSENTIAL DUTIES OF CUSTOMER SERVICE/MAIN SERVICE DESK

1. Serve the general public at the public service points.
 - Assist patrons with circulation and borrowing processes.
 - Answer questions in person, by phone, and online.
 - Provide ready reference, reader's advisory service and instruction in the use of the library to patrons.
 - Provide basic reference service by utilizing the physical and virtual services available within the library (library collection, union catalog, databases, nearby libraries, Interlibrary Loan, etc.).
2. Shelve returned materials; read and straighten shelves to maintain proper order.
3. Promote all library services and programming to the general public.
4. Provide basic computer and device support and informational instruction to patrons on the use of library catalog, online databases, Internet, and downloadable media.
5. Assist with Community Room scheduling, equipment, and proper use of the facility.
6. Help with displays and merchandising.

The duties listed above are not meant to be all-inclusive, but are intended to be merely illustrative of the nature of the work to be performed by a person in this classification. Employee may perform other related duties as established to meet the ongoing needs of the organization.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Strong verbal and written communication skills to effectively work with others by phone, by email, in person at meetings, on site, and whenever representing the library. Ability to communicate with adults, children, teens, seniors, and all members of the diverse and multicultural community.
2. Excellent computer and device skills.
3. Ability to apply common sense and understanding to carry out written and verbal instructions.
4. Ability to exercise tact, discretion, and to act confidentially with respect to patron information on behalf of the library. Remains flexible in order to accommodate the changing needs of our community.
5. Ability to establish and maintain good working relationships with staff, patrons, Trustees, vendors, and other parties. Displays humility in order to better work for the good of our community.

6. Analytical skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information and resources available when making decisions.
7. Problem-solving skills: develop feasible, realistic solutions to problems; initiate actions designed to prevent problems from occurring; refer problems to Library Director or other staff when necessary.
8. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, or training.
9. Time management: ability to set priorities in order to meet assignment deadlines.

PHYSICAL DEMANDS OF THE POSITION:

This is primarily an office-type position with many hours spent with the public, at a desk, and on the computer. There will be a great deal of time spent with library patrons, library staff, and outside organizations. Some travel to attend meetings throughout La Plata County and Colorado may be necessary. This can be a very physical position. Must be able to lift up to 30 pounds. Must have ability to stand, sit, and walk for up to 60 minutes at a time. Must have ability to push and move full book carts weighing up to 50 pounds. Acceptable eyesight to read printed material and a computer monitor and to operate office equipment. Acceptable hearing to communicate with others in person or through telephonic means. Ability to withstand extensive VDT exposure.

Note: 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.

ENVIRONMENTAL/WORKING CONDITIONS:

Indoor and Library work environment; extensive contact with the public and vendors. Full time position working 40 hours per week, may involve some evening and weekend hours.

EQUIPMENT USED:

Computer, calculator, copy machine, fax machine, telephone, and other standard office equipment.

REQUIRED TRAINING AND EXPERIENCE:

Required: Bachelor's degree and/or relevant experience/training.

Preferred: At least one year of public library experience; a combination of other library experience.