**PROGRAMMING LIBRARIAN**

# Basic Function

The Programming Librarian plans, publicizes, implements, and evaluates formal and informal programs for adults and youth. As part of a small welcoming and collaborative staff, the Programming Librarian may also staff the Circulation Desk and perform related duties.

The position is approximately 16.5 hours per week including some evening and weekend hours.

**Essential Duties and Responsibilities:**

*The essential duties and responsibilities listed include the minimum requirements for the position. The position also includes other duties as discussed in the Additional Duties section below.*

*Program Related Duties:*

* Plan a varied schedule of passive, informal, in-person, and online programs for the youth, adults, and older adults in our community.
* Promote programs through dynamic and effective promotion using social media, the library website, flyers, press releases, monthly newsletters, and other online and print resources.
* Strong computer skills with some knowledge of web design and ability to create attractive fliers.
* Deliver informal programs such as tech support appointments and craft programs.
* Represents the library at programs ensuring a positive experience for presenters and attendees, smooth operations and effectively handles any last-minute changes; greets and introduces speakers.
* Evaluate programs to guide the future planning process.
* Programs may include: lectures, concerts, workshops, displays, craft programs, and book discussion groups as well as larger-scale programs such as Library in the Woods Community Read, the Summer Reading Program, Blind Date with a Book, and public library orientations for elementary students.
* Knowledge of principles, materials, and equity of access issues; demonstrated ability to apply this knowledge to program and service design and to establish positive relationships with patrons of all ages.
* Ensures all programming and event details are complete, up-to-date, and properly documented; demonstrates continuous effort to enhance the quality of programming and improve processes.
* Actively promotes the library’s collection of materials including science equipment, crafting kits, games, magazines, and musical instruments.
* Any other duties as required for the good of the Library.

*General Library duties:*

* Assists patrons in person, by phone, and over email.
* Checks library materials in and out
* Helps patrons with new library cards
* Answers reference questions.
* Processes deliveries
* Calls patrons with holds
* Proficiency in current and emerging technologies
* Reshelve library materials, assist in reorganization projects and create engaging display of library materials.
* Troubleshoots operating problems for computers, printers, and photocopiers.

**Additional Duties**

*The position includes additional duties that are a natural progression from that position’s essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.*

# Supervision

Works under the direction of, and in collaboration with, the Library Director. The employee functions independently, referring specific problems to the Director when clarification or interpretation of library policy or procedures is required.

# Work Environment

* Work is performed under typical office and library conditions; work environment is moderately quiet; regular schedule requires evening and weekend work.
* The employee operates standard office and library equipment.
* Performance of duties requires ongoing contact with the public, and other town departments and employees; contacts are in person, by telephone, fax, e-mail, and in writing.
* Errors could result in delay or loss of service or monetary loss.

## Essential Qualifications

* Bachelors Degree and 2 years of library experience required; MLIS and 2 years of experience with public library programming preferred. In exceptional instances, specialized education, training and/or experience may be substituted for part or all of the required elements.
* Commitment to doing all work through a lens of diversity, equity, inclusion and anti-racism.
* Exemplary interpersonal skills, with the ability to foster teamwork and work collaboratively with peers.
* Proficiency and comfort with technology, including audiovisual equipment, PC computers, and social media.
* Well-organized and able to manage time, establish priorities, and meet deadlines with frequent interruptions.
* Ability to work with minimal supervision or alone
* High degree of motivation, initiative and resourcefulness
* Flexibility for meeting staffing needs during vacation periods and in emergencies.
* Ability to interact in a positive and effective manner and to establish and maintain positive work relationships with supervisors, coworkers, other departments, boards and commissions, the general public and personnel at all levels of authority using principles of good customer service.
* Must perform all aspects of job responsibilities with honesty and integrity
* Position is subject to pre-employment physical and CORI check.

## Physical Requirements

## *Physical Requirements are listed for informational purposes. Applicants may be requested to demonstrate the ability to perform the essential duties of the position during the application process.*

Minimal physical effort is required to perform most library duties. The employee is frequently required to completed repeated movements such as stand and walk, bend and reach, speak and hear, use hands and arms to operate equipment, and lift boxes of books weighing up to 30 pounds. Vision requirements include the ability to read routine documents and use a computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.