**NORWALK PUBLIC LIBRARY** An Equal Opportunity Employer

All New Hires are Subject to a Criminal Background Check

**Position Title:** **Programming Assistant/LAII**

FSLA: Nonexempt Reports To: Director/Assistant Director Work Hours: Full Time/Variable

**Position Summary:** This position requires unbridled enthusiasm and a genuine love and understanding of our library patrons unique interests and needs. Knowledge of STEAM methodology and best practices for all ages required. Experience preparing and presenting STEAM programs and services for the Library. Must have an innovative mindset and experience creating original, sharable, social media content suitable for Instagram, Snapchat, Twitter, Facebook, and other social media platforms the library chooses to adopt.

**Responsibilities include but are not limited to:**

Reasonable accommodations will be made for disabled persons, covered by the ADA, in accordance with it requirements.

1. Familiarity with programing robotics modules to implement, teach, and conduct programs utilizing Ozobots, Raspberry Pi, and other robotic equipment the library has purchased for upcoming STEAM robotics programs.
2. Work with external and internal partners to strengthen the ties between the library and the public
3. Performs a variety of moderate to highly complex technical and administrative tasks requiring considerable thought and analysis related to the delivery and the management of public library services and operations.
4. Comfortable speaking in front of and presenting to teachers and related community organizations such as Parks and Rec, Home School Groups etc…
5. Provide a positive, professional image of the Norwalk Public Library in a variety of settings and locations including the local school system, daycare providers, community functions,
6. Understands, values, and nurtures the idea of the Norwalk Public Library acting as the cultural and community hub in the Norwalk community for patrons to learn and exchange ideas
7. Coordinate programming schedule with the Assistant Director and Director for approval.
8. Maintain an awareness of developments in library services specifically related to technology and STEAM programming.
9. Performs a variety of circulation duties and tasks to assist patrons with library services. Employee will assist library patrons in obtaining library cards, collecting library fines, and checking materials in/out of the library. Employees have frequent contact with the public by phone and in person.
10. Attends staff meetings, in-services, conferences and seminars as assigned or approved.

**Knowledge, Skills and Abilities:** **Position Title:** **Youth Programming Specialist**

**Knowledge of:** Considerable knowledge of children’s literature. Ability to resolve difficult situations involving some of the library’s youngest patrons in a variety of settings. library rules, policies and procedures; Dewey Decimal System; the use of office and computer hardware and software application; English grammar and spelling; safe work practices.

**Skill in:** operating library/office equipment; typing; verbal and written communication; customer service and interpersonal relations; making change and handling cash accurately; accurately sorting, filing, and reading numbers and letters alphabetically and numerically.

**Ability to:** understand and follow general instructions; establish and maintain effective working relationships with library employees, patrons and the general public; maintain confidentiality of non-public and sensitive subject matter; exercise independent judgment and reliability; answer routine inquiries from the public; understand and use library telephone system; use proper research methods to gather information; exhibit flexibility in work schedule and job tasks; adhere to Library policies, procedures, and standard practices; enjoy working with people of all ages, including children and teens.

**Education, Experience, and Training:**

A Bachelor’s Degree in a related field

Prior working library knowledge

Equivalent combination of education and experience may be considered

**Hazardous and Physically Demanding Working Conditions:**

*This job description does not state or imply that these are the only duties and responsibilities to be performed by the employee, who will be required to follow instructions and perform any duties required by the employee’s supervisor or designee.*

**MANAGEMENT APPROVAL Position Title:** **Library Assistant LA II**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Norwalk Public Library Director Date

**EMPLOYEE UNDERSTANDING AND AGREEMENT**

I have reviewed and understand, and will effectively perform the duties & requirements specified in this job description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date