** Programs Librarian**

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| **Classification** | Programs Librarian | **FLSA Status** | Non-Exempt |
| **Level** | Full Time | **Division** | Harris-Elmore & Genoa |
| **Reports to** | Director; Asst. Director; Br. Mngr.; | **Schedule** | TBD Weekly; 1-2 Saturdays per month; Some Evening Hours |
| **Salary Range** | $18.04 hourly | **Date Revised** | February 2020 |

**JOB RESPONSIBILITIES**

The Programs Librarian works under the general direction of the Director, Asst. Director, or Branch Manager. This position involves working regularly at both the Harris-Elmore & Genoa Branch Libraries and providing all age programming, clubs, technology training, marketing/public relations, and outreach services to library patrons. The incumbent will also be available for circulation and reference services throughout the work week. This position will include working some evening and weekend hours.

**PRIMARY DUTIES**

* Initiates, schedules, plans, and conducts a variety of programs and activities for patrons of all ages to encourage use of the library. Averaging 4-8 programs per month at each library location.
* Researches, makes contact, and negotiates with potential program presenters and performers.
* Develops one time and ongoing programs (volunteers, clubs, gaming, committees, etc.)
* May create library displays that correlate with programming or popular trends.
* Creates promotional materials, including social media, for planned programming and library services.
* Updates the library website event calendars, teen page, homeschool page, rotating banner, outreach page, and teacher page.
* Actively creates outreach opportunities & programming for homeschoolers, students, and senior citizens.
* Adopts a [community engagement](http://www.buildthefield.org/) mindset and develops and maintains effective relationships with schools, community groups, agencies and non-profits in order to plan and deliver programs and services that meet local needs and interests.
* Works closely with the schools to provide activities and to fulfill the research needs of students and teachers.
* Provides prompt, courteous and direct assistance to all patrons with basic information regarding use of library materials, equipment, and services.
* Assesses the need for technology training in the community and provides programming or materials to meet those needs.
* Provides one-on-one assistance with electronic devices or applications for the public and also trains staff members accordingly to provide the same service.
* Interprets and implements library policies and procedures for library customers.
* Attends and participates in professional library conferences, webinars, seminars, and network committees (2 required per year); reads professional literature; attends and participates in staff meeting discussions.
* Participation in local events (festivals, fairs, expos, etc.) to promote library services.
* Speaking on aspects of library services in the community when requested.
* Staff the circulation and reference desk when needed. Check in/out library items, place holds for patrons, register library users, etc. (see clerk job description for required duties)
* Maintains an awareness of professional trends, methods and ethics.
* As opportunities arise, educate the public about the value of public libraries and the profession. Creatively promote library services and the profession.
* Attends and participates in staff meeting discussions. Attendance is required at staff meetings with the following exceptions: illness, vacation where vacation time is used, scheduled training/conference, or scheduled shift at another place of employment. Having the day off is not an excused absence. Approved absences to be approved by the director.
* Required to wear name tag identification during work hours.
* Performs other duties as assigned.

**SKILLS & ABILITIES**

* Understands and follows written and oral instructions.
* Knowledge of current trends in library services.
* Knowledge of standard library procedures, current information technology, Internet, and database search capabilities.
* Extensive knowledge of computers and various software.
* Ability to learn and stay current with emerging technology, including digital media, digital devices (ipads, smart phones, kindles, etc.), and applications.
* Working knowledge of library related apps (Hoopla, Bookmyne, Libby)
* Ability to communicate effectively with others, orally and in writing, including through email.
* Ability to identify and translate patron needs and interests into effective library services and programs.
* Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously.
* Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
* Ability to maintain confidentiality regarding patron records.
* Must be able to lift, push, or carry bags of books or boxes weighing up to 20 pounds.
* Must be able to speak distinctly to large groups.
* Must be able to drive a car and hold a valid driver’s license. Position requires some local travel. Mileage is reimbursed.
* Must be available to work flexible hours, including evenings and Saturdays.
* Must possess physical mobility involving bending, lifting, reading, and hearing.

**EDUCATION/QUALIFICATIONS**

* Bachelor’s degree from accredited four year college or university is required.
* Demonstrated proficiency in the field of computers or technology required.
* Teaching experience or Education background is preferred.
* Master’s degree in Library Science from an [ALA-accredited program](http://www.ala.org/accreditedprograms/directory) preferred, but not required.

**The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.**

**Please send a resume and three references to:**

**Jennifer Fording, Director**

**Harris-Elmore Public Library**

**director@harriselmorelibrary.org**