**Clark County Public Library Employment Opportunity**

**Job Title:** ***Adult Programming Specialist - Reference*** | Grade 18 | Full-time – 40 Hrs.| FLSA: Non-Exempt

**Location:** Clark County Public Library, 201 S. Fountain Ave., Springfield, Ohio

Under direct supervision of the *Head of Reference,* the *Adult Programming Specialist*develops, implements, oversees, and evaluates in-person and virtual programming aimed at the adult population in our library community to encourage library use and support the library’s mission. Coordinates with CCPL staff to enhance community partner programming. Serves patrons in the Reference department, providing quality customer service to patrons of all ages.

**APPLICATION PACKET – *SUBMIT REQUIRED ITEMS* by mail or in a sealed envelope to any CCPL location, to**: **William Martino, Director’s Office, Clark County Public Library, PO Box 1080, Springfield OH, 45501-1080**

**1*.* Completed CCPL *Employment Application* –** Available at library locations or two formats are available online at: [***CCPL Employment Application***](https://ccplohio.org/employment). **2*.* Cover Letter 3. Résumé 4.Three (3) professional references**

 ***OPEN UNTIL FILLED –*** *Review of complete, accurate submissions begins immediately upon receipt*

**Minimum EDUCATION & EXPERIENCE REQUIRED:**

* Bachelor’s Degree and one (1) year library or family program planning experience

 **OR**

* Associate’s Degree and three (3) years programming library or family program planning experience

**OR**

* Equivalent combination of education, training and experience at the discretion of the Director and/or the Board of Trustees

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

* Able to interact and collaborate with community groups, local organizations, and presenters
* Able to work a flexible schedule, includes attendance at multiple CCPL library events
* Possesses a thorough understanding of the role libraries play in the community, stays current with knowledge of library trends; possess office skills (Microsoft Office software applications, knowledge of new technology
* Excellent organizational and communication skills; organize, prioritize, and coordinate multiple tasks
* Presents a positive, professional image and interacts appropriately to vendors, public, and staff
* Must be dependable, honest, and able to maintain confidentiality
* Able to operate motor vehicle and provide proof of auto insurance (personal vehicle), valid Ohio Driver’s License and insurability on the library’s vehicle insurance. Ability to operate tools and controls, reach, stand, walk, sit for extended periods of time, see at close range and distance, talk, hear, lift or push lightweight objects (up to 25 pounds), bend, and stoop. Close detailed vision when using a computer screen and digital devices. Converse with others in person, virtual meetings, and by telephone. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions or for the interview process.

**PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:**

* Continues with existing ongoing CCPL adult programming and creates original adult programming (see partial listing)
* Works with library personnel at all locations to develop system-wide programs to reach a broad spectrum of the Clark County Public Library County community; attends library meetings as required
* Works some hours in Reference Department to provide reference and readers’ advisory services to patrons; locates library materials including digital resources
* Participates in monthly United Senior Services’ SAILL Committee (Springfield Area Institute for Lifelong Learning)
* Partners with community agencies and organizations to facilitate special events, community projects, programs and services; travels to local meeting sites, community events, and planning sessions as assigned
* Works with Public Relations, Community Engagement, and Outreach Services to develop and promote programs
* Informs Purchasing of programming supply needs; submits approved PO requests, invoices to Business Office
* Maintains program statistics, utilizes office equipment: computers, copiers, printers, etc.

**Salary and Benefits:** $20.33 per hour. Ohio Public Employees Retirement System membership; employer-paid term life insurance; four (4) wks. vacation, eleven (11) holidays, and sick leave according to CCPL Personnel manual guidelines. Health and life insurance offering. Ohio Deferred Compensation (457) Plan membership available. Direct Deposit to a financial institution required, pursuant to O.R.C. 125.151(B).

***Clark County Public Library is an Equal Opportunity Employer*** ***and provider of services***