



Program and Community Services Manager Job Description

Classification: Program and Community Services Manager

FLSA: Non-Exempt

Employment Status: Full-time, 37.5 hours/week (may include evenings and weekends)

Reports to: Library Director

Summary:

Creates and implements all programming for Bellaire Public Library (BPL or “the library”). May be required to secure grant funding to achieve program goals. Communicates library services and programs to the community and maintains positive working relationships with the community. Actively promotes BPL to the public and represents the library in a positive and professional manner at all times that reflects the library’s mission, vision, and service goals.

Essential Job Duties and Responsibilities:

- Collaborate with staff to create, plan, budget for, promote, and implement programming for adults, teens, and children.
- Works with department heads and director to identify tasks to assign to clerical staff based on programming needs.
- Create and disseminate promotional materials including but not limited to brochures and posters, social media posts, electronic billboard & community bulletin board, website events and content, for library programs, services, and in-house exhibits.
- Establishes a working relationship with media outlets and partnering organizations to promote BPL, our services, programs, and offerings.
- Fosters a positive working relationship with community members and partnering organizations to assess local community needs and wishes.
- Works with archivist and community members to create rotating exhibits accompanying literature for the glass cabinet in library lobby.
- Prepares questionnaires and surveys to evaluate public responses to the library.
- Seeks out grant opportunities and submits appropriate forms to apply for grants; oversees the implementation and tracking of progress for grant reports; works with the Fiscal Officer on the distribution of funds from grants.
- Attends various meetings and conferences as a representative of the library as needed.
- Keeps abreast of current developments in relevant fields through attendance and participation in conferences and workshops and through programs of continuing education, professional reading, and participation in professional groups.
- Other library duties as needed to include but not limited to circulation, reference, and shelving.

Required Knowledge, Skills, and Abilities:

- Ability to establish and maintain effective relationships with patrons, staff, and the general public, presenting a warm, welcoming image in person and on the phone, meeting the public with poise and self-assurance, and dealing tactfully and courteously with library patrons.
- Excellent interpersonal skills, positive attitude, and a strong service orientation.
- Strong verbal, written, and telephone skills.
- Strong planning, analytical, researching, and organizational skills.
- Self-motivated, creative, and able to work independently.
- Ability to guide, develop, and motivate staff in a way that fosters teamwork.
- Ability to handle confidential information in a professional manner.
- Ability to plan and organize work procedures, working effectively with other Library Specialists and Supervisors, functioning effectively in a team-oriented environment to plan and direct the effective use of resources, including staff.
- Digitally literate with broad experience in current technologies and software (e.g., Microsoft Office Suite, WordPress, Canvas), and working knowledge of standard office equipment (faxing machines, copiers, etc.).
- Ability to work scheduled hours, arrive promptly, and maintain regular and reliable attendance.

Qualifications:

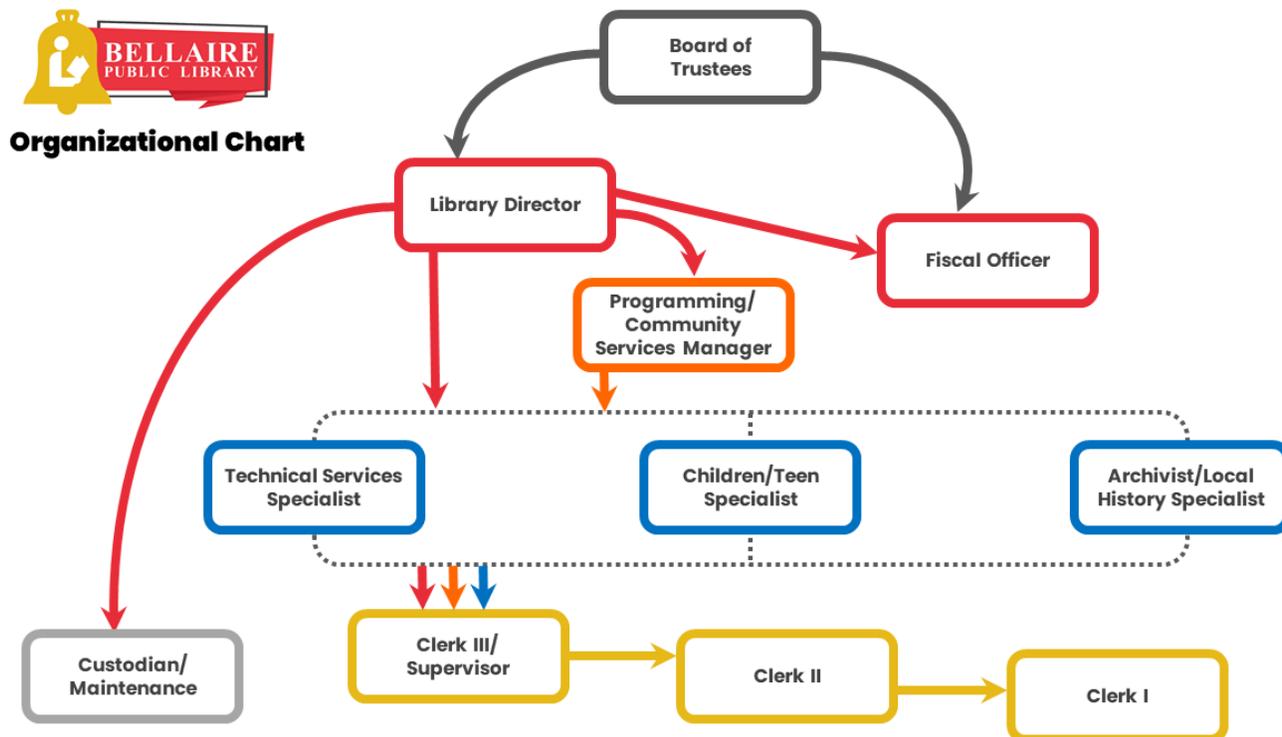
- Four-year college or university program certificate or four-to-six years related experience and/or training; or equivalent combination of education and experience.
- Prior experience working in a library preferred.
- Prior supervisory experience a must.
- Reliable transportation.
- Must successfully pass a background check.

Working Conditions:

- Work generally requires physical effort including standing, bending, and walking.
- Lifting and carrying of stacks of books, packages, and similar with weights up to 50 pounds.
- Agility and strength for pushing loaded book trucks up to 150 pounds, and shelving and retrieving library materials stored from near floor level to 90" high.
- Requires attention to visual detail and manual dexterity for using the computer, keyboard, mouse, printer, and other office equipment.
- Ability to perform repetitive tasks.
- Must be able to work with frequent interruptions.
- Hours may include some evening and weekends. Schedules may be altered depending on the needs of the library.

The usual physical demands referred to above are typically exhibited when performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the library and employee identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA-related disability.

The above duties are not all inclusive but are the general duties expected of this position. The Director reserves the right to assign other duties as needed for the orderly operation of the library.



Bellaire, Ohio:

Bellaire Public Library serves the greater village of Bellaire, Ohio, a small community nestled between the foothills of the Appalachian Mountains and the banks of the Ohio River. The Library is located in the Mellott Memorial Building, a stone's throw away from the historic Great Stone Viaduct Bridge and a five-minute drive to the growing arts & cultural community of Wheeling, WV. Downtown Bellaire supports a number of locally-owned businesses, restaurants, coffee shops, and bakeries. The Bellaire Local School District includes Bellaire Elementary (K-4), Bellaire Middle I (5-8), and Bellaire High (9-12), supporting approximately 1300 students and St. John Central Academy offers a parochial Pre K-12 curriculum.

Our Mission:

BPL serves its patrons by providing information needed to support lifelong learning.



Interested candidates for this position should send a resume & cover letter via email to Library Director, Erin Denise Rothenbuehler: director@bellairepubliclibrary.org

Bellaire Public Library
 330 32nd St., Bellaire, OH 43906
<http://bellairepubliclibrary.org>
 740-676-9421