



Muhlenberg Community Library Job Description

Position Title: Library Asst./Adult Programming Coord.	Reports To: Assistant Director & Director
Date: December 20, 2017	Wage Category: Non-Exempt

General Position Description

The Library Asst./Adult Programming Coordinator is an hourly position, reporting directly to the Assistant Director and Library Director. The primary responsibilities include circulation desk duties, program planning and publicity. The Library Asst./Adult Programming Coordinator must be knowledgeable in the current workings of a public library system and must possess strong interpersonal skills. Excellent customer service skills required.

This is an hourly, part-time position as outlined by the U.S. Department of Labor, Fair Labor Standards Act (FLSA), Regulations 29 CFR Part 541.

Essential Functions

Circulation

- Works at circulation desk.
- Charges and discharges library materials, issues library cards, and collects fines/fees.
- Responds to patron requests both in person and over the telephone in a timely manner.
- Answers patron questions regarding library circulation policies and procedures.
- Greets and directs patrons in the library.
- Does typing and filing.
- Sorts and routes mail.
- Shelves inventory, identifies overdue and damaged materials; searches shelves for overdue, missing and/or lost materials.
- Assists patrons with ready-reference questions, reader advisory, bibliographic instruction, and database searching.
- Assists patrons with mechanical operations of library equipment.
- Pulls and sends out Hold List materials.
- Retrieves, separates and check-ins materials deposited in the book drops.
- Responsible for maintaining the appearance and cleanliness of the library.
- Responsible for monitoring reserved items.
- Performs opening and closing procedures as needed.
- Deals with disruptive or problem patrons and enforces library policies as needed.
- Attends workshops and seminars as appropriate.
- Performs other duties as assigned.

Programming

- Determines programming of interest to adult audiences.
- Develops, implements, evaluates adult programs.

- Tracks statistics and completes monthly programming reports.
- Plans special programming events.
- Presents a Program Plan that projects the programs scheduled for 6 months to 1 year in advance
- Assists as needed with fundraising efforts, specifically fundraising programs.
- Works with Youth Services Coordinator to organize Summer Reading Program.
- Facilitates technological programming.
- Develops outreach programs for populations not currently being reached.
- Attends workshops, seminars, etc. for Continuing Ed credits
- Implements, or assists in implementing, at least one special adult or all ages program for each month on an evening or Saturday.

Publicity/PR

- Creates displays and signs
- Create flyers, posts, brochures for programs
- Assists in advertising and publicizing all programs
- Help to manage and update the library's Facebook page
- Coordinates Outreach efforts
- Communicates to the staff, board members, and public all library programs and events.

Knowledge, Skills and Abilities

- Working knowledge of professional public library principles, practices, functions, methods and administration.
- Strong interpersonal skills.
- Competency in the use of office equipment and computers is required.
- Working knowledge of Microsoft Office Suite and most popular social media platforms.
- Working knowledge of reader interest levels, books, authors and reference sources.
- Working knowledge of an Integrated Library System (ILS) (preferably Polaris) and online databases.
- Basic knowledge of general office and personnel practices and procedures.
- Willingness to continue building knowledge and skills through on-going professional development.

Physical Demands of the Position

- Sitting, standing, walking, climbing, stooping.
- Bending/twisting and reaching.
- Talking and hearing; use of the telephone.
- Far vision at 20 feet or further; near vision at 20 inches or less.
- Lifting and carrying: 50 pounds or less.
- Handling: processing, picking up and shelving books.
- Fingering: typing, writing, filing, sorting, shelving books.
- Pushing and pulling: objects weighing 60-80 pounds on wheels.
- Mobility: travel to meetings outside library.

Mental Requirements

- Communication skills: effectively communicate ideas and information both in written and oral form.

- Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
- Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
- Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
- Time management: set priorities in order to meet assignment deadlines.

Environmental/Working Conditions

- Inside work environment.
- Outside work periodically for special events/outreach.
- Flexible work hours; frequent evening and weekend hours.

Education and Experience

High school diploma or GED required. A Bachelors degree preferred. Customer service experience required. Previous public library experience preferred.

Hours

Hours will include weekday mornings and evenings, at least two evenings and two Saturday a month. Ability to be flexible for other hours is required. Saturday hours may be for a few hours or all day depending on programming needs.

Examples of Other Duties as Assigned

A non-exhaustive list of possible other duties that may be required.

- Taking out the trash.
- Climbing a ladder to changing light bulbs.
- Vacuuming and/or sweeping.
- Dusting and/or cleaning.
- Cleaning up minor messes throughout the library, including bathrooms and kitchen.
- Shoveling a few inches of snow and sprinkling salt/ice melt on sidewalks, as needed.