



HUMAN RESOURCES

POSITION DESCRIPTION

We believe that each employee makes a significant contribution that should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide our patrons.

Job Title: **Adult Programming Librarian**
Location: Adult Services – Charleston Main
Reports To: Main Library Public Services Manager
Last Revision Date: 10/2018

PURPOSE

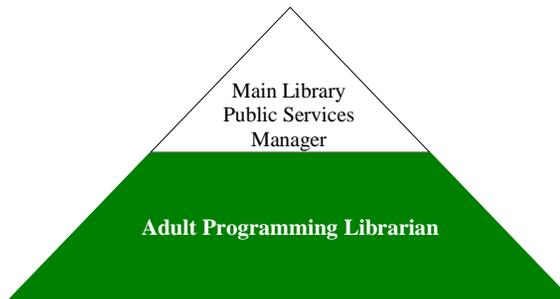
This professional position works to develop and maintain effective programming and readers’ advisory services to the adult and teen patrons as assigned, as well as assisting with the selection and maintenance of the Popular Materials and Reference/Nonfiction collection. Broad and diverse duties include, but are not limited to, those listed below.

This position reports directly to the Main Library Public Service Manager, who reviews work through observation, analysis of completed work, and periodic conferences.

NATURE & SCOPE

This position’s primary responsibilities include generally diversified and complex activities, to include the exchange of information with outside sources or contacts and as a resource within internal and external teams. Works under infrequent supervision and uses initiative to identify potential problems, conducts research to determine solutions. Provides instructional guidance through coaching and training; may participate in the development of departmental performance guidelines or training requirements as assigned.

ORGANIZATION PLACEMENT DIAGRAM



QUALIFICATION GUIDELINES

Education	Experience
Essential	
Master’s Degree in Library Science Awarded by ALA accredited Library and Information Science program	Standard library principals, methods, techniques, and procedures Reference tools and procedures Dewey Decimal System Minimum of two (2) years experience in customer services with demonstrated commitment to high-quality service Broad fiction reading background with a strong interest in all fiction genres Proficiency using Microsoft Windows and Office software
Preferred	
	Public Library experience Coursework or experience in collection development and maintenance Experience using SIRSI
Ability to:	

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- Effectively perform the major duties and responsibilities of the position.
- Possess/provide documentation of valid driver's license and acceptable driving record.
- Demonstrate analytical skills necessary to analyze and interpret information, establish facts, draw valid conclusions, develop and implement responsible strategies.
- Interact and communicate effectively both orally and in writing.
- Deal with the public tactfully and courteously.
- Demonstrate good judgment in making decisions in accordance with regulations and established policies.
- Establish, maintain, and foster positive, harmonious, and effective working relationships
- Handle multiple projects and prioritize work.
- Work in a team environment.
- Plan and present effective programs.
- Maintain a regular and reliable level of attendance.
- Set goals and establish methods for achieving these goals.
- Apply and explain Library policies and procedures related to work assignment.
- Work a flexible schedule, which includes Sundays, weekends and evenings.

PRIMARY ACCOUNTABILITIES

- Works actively to promote and meet customer service expectations established by the department and organization
- Continually monitors and assesses users' needs and acts to improve services
- Participates in collection management by selecting, weeding, and/or evaluating materials as assigned
- Plans and coordinates programming for the Main Library and the system, including system-wide themes and resources
- Compiles and analyzes data, prepares reports and procedures and summarizes activities monthly or as assigned
- Works regularly at the reference desk to answer questions, provide readers' advisory information and to monitor customer service and needs; and demonstrates and trouble shoots the use of equipment, PC's and related software as needed
- Plans and executes displays
- Participates in the development and implementation of system-wide workshops and in-service training programs for staff
- Supports Library management policies
- Keeps abreast of technological changes and utilizes new methods and formats to deliver services and materials
- Participates in the development of long and short-term plans for the organization
- Prepares relevant and high-quality content from internal and external sources for the Library's website and other publications
- Provides leadership on system teams as assigned
- Researches, recommends, implements and monitors independently or with others, special projects, grant proposals, etc. as assigned
- Supports system-wide library activities, such as collection development, acquisitions, weeding of materials, and circulation by preparing and following requests submitted from the department head
- Supports department and system-wide planning and execution (i.e. Book Festival, Staff Development Day)
- Interprets and explains policies to public and staff
- Carries out any other duties within the scope, spirit and purpose of the job

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ESSENTIAL ABILITIES

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Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a keyboard and process library materials.

Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to monitor and perform assigned library operations and to attend library system, community, and public meetings at various locations.

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, community, vendors, employees, and general public.

Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.

Ability to regularly ascend or descend a series of stairs or several tiers of stairs.

Ability to maintain body equilibrium to prevent falling when walking, standing, or crouching.

Ability to travel to and from various locations.

Ability to work a flexible schedule to include evenings and weekends.

Ability to effectively communicate in writing and orally on job progress and other overall assignments and responsibilities.

Ability to comprehend and sustain fundamental principles of library services, to include open access to library materials and privacy rights of patrons.

Ability to learn and carry out the primary accountabilities of the assigned position.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform primary accountabilities of this job. This job description is not intended as, nor should it be construed as exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

All positions at the KCPL require a criminal background check.

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