

## James V. Brown Library Position Description

The James V. Brown Library is the place to go to Learn, Connect and Grow

<b>Job Title</b> Programming Assistant	<b>Department</b> Programming Department
<b>Classification:</b> Library Assistant II	<b>Reports To:</b> Development, Marketing and Programming Director
<b>FLSA Status:</b> Non-Exempt	<b>Date Approved:</b>

This position description is unique to your job title. There are requirements of being an employee of the James V. Brown Library that apply to every staff member. You are expected to treat everyone, be it co-workers or patrons, with respect. You are always a representative of the Library and as such be an advocate of the Library. The Library will continue to change, grow, and evolve; be onboard. Be a good communicator and share ideas and concerns with your supervisor, coworkers and staff. Always look for solutions.

This position description is not meant to be all-inclusive. There may be other duties assigned that fit within the overall responsibilities of each individual's job.

**Summary:** The Programming Assistant person proactively plans, develops, and implements programming for children, families, parents, caregivers and teachers, teens and adults, and special populations. The Programming Assistant also is trained as a backup Storymobile outreach driver and works as Public Service Assistant. (See Public Service Assistant Position Description for job duties and responsibilities).

**Supervises:** N/A

**Committee Responsibilities:** N/A

**Essential Duties and Responsibilities:** The following list is representative of the typical duties and responsibilities performed. The employee's actual duties and responsibilities may vary slightly depending on department needs and individual assignments.

- Works with Children's Librarian and Programming Director to:
  - Plan and present programs that are developmentally and educationally sound for juvenile patrons that address the needs of parents, caregivers, and educators, along with programming that meets the educational and entertainment needs for teens, tweens, and adults.
  - Prepare, promote, and implement a Summer Learning Program for all ages.
  - Provide library tours, special presentations and book talks.
  - Ensure a product mix that is up-to-date and meets the community needs and interests.
  - Ensure programs and opportunities are adequately communicated and advertised to our patrons by working with the Marketing Committee and that all programming activities are properly entered into the JVB calendar.
- Assists patrons in person, via telephone and electronic mail with questions, to provide assistance, direction or instruction as required.
- Keeps accurate statistics according to established library procedures.
- Partners with key organizations and facilities to serve children, families, adults and special populations.
- Provides outreach commensurate with community needs and library goals and objectives.

- Be available to promote and implement services that move beyond the Library walls and encourage the importance of reading.
- Assists in collection development strategies as they relate to programming.
- Keeps accurate statistics according to established library procedures.

**Education Required:** Must possess a high school diploma or equivalent.

**Experience and Qualifications:** Previous library experience is a plus and should include an understanding of library terms and functions. Must be able to demonstrate proficient organizational and expressive customer service skills (i.e. “people skills”). Proficient computer skills are also a must, including but not limited to: Word processing, internet, and email.

**Working Conditions and Physical Demands:**

The physical demands described below are representative of those that must be met in order to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties and responsibilities of this position, the employee is regularly required to speak and hear at a conversational level, use hands to handle objects, stand or sit for long periods of time, lift and/or move up to 10 pounds, reach, stoop, kneel or crouch. The employee is frequently required to lift and/or move up to 25 pounds and traverse stairs. Occasionally, the employee is required to lift and/or move up to 50 pounds.