

**James V. Brown Library  
Position Description**

The James V. Brown Library Inspiring Today, Shaping Tomorrow

<b>Job Title:</b> Programming Professional	<b>Department:</b> Programming
<b>Classification:</b> Professional I	<b>Reports To:</b> Programming and Youth Services Director
<b>FLSA Status:</b> Non-Exempt	<b>Date Approved:</b> August 20, 2024

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 and coworkers. Always look for solutions.

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

**Summary:** The Programming Professional proactively plans, develops, and implements programming for our community, including but not limited to: children, families, parents, caregivers and teachers, teens and adults, and special populations. The Programming Professional is team oriented, dependable, and has a positive approach. The Programming Professional supports the promotion of all library services and partnerships throughout the community.

**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 under the direction of the Programming and Youth Services Director to:
  - Creatively develop, prepare, promote, and implement a wide variety of educational, diverse, and fun programming for all ages.
  - Ensure an appropriate mix of programming and opportunities that meets the community's needs and interests.
  - Ensure programs and opportunities are adequately communicated and advertised to our patrons by working with the Marketing Committee.
  - Maintain the library's calendar by entering programming activities in a timely manner.
  - Ensure that goals set forth in the Long-Range Plan are being met with the Programming Department.

- Utilize current inventory and if unable to, create cost-effective lists of potential programming needs.
- Provide Public Service assistance during standing Help Desk shifts and be able to resolve public concerns and difficulties using tact, courtesy, and good judgment.
- Engage with patrons of all ages during standing Help Desk shifts to assist with the use of the Library, its materials, services, and electronic resources.
- Ability to work independently and productively in the absence of supervision.
- Assists patrons in person, via telephone and electronic mail with programming questions to provide assistance, direction, or instruction as required.
- Be available to work evenings and weekends when programs are scheduled.
- Keep accurate statistics according to established library procedures.
- Identify and partner with local organizations and facilities .
- Provide outreach opportunities at community events, local organizations, and with Library partners.
- Attend professional development relevant to Library services and community needs yearly.
- Promote and implement programs and partnerships that move beyond the Library's walls and foster a love of lifelong learning.
- Must be able to maintain a positive attitude and professionalism.

**Education Required:** A degree in Education, Libraries, or a related field is desired. Experience and talent in patron engagement are required.

**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.