

**James V. Brown Library
Position Description**

Job Title: Programming Professional	Department: Programming
Classification: Professional I	Reports To: Programming and Youth Services Director
FLSA Status: Non-Exempt	Date Approved: July 20, 2026

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.

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 both inside and outside of the Library's walls that meet the community's needs and interests.
 - Ensure programs and opportunities are adequately communicated and advertised.
 - Maintain the library's calendar by entering programming activities promptly.
 - 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 using 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 via electronic mail with programming questions, providing assistance, direction, or instruction as required.
- Be available to work evenings and weekends when programs are scheduled.

- Assist with keeping accurate statistics on programming attendance.
- Attend professional development relevant to Library services and community needs yearly.

Education: A degree in Education, Library Science, or a related field is preferred. 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. Proficient computer skills are also a must.

Working Conditions and Physical Demands:

The physical demands described below are representative of those required 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, lift and/or move up to 10 pounds, and reach, stoop, kneel, or crouch. The employee is frequently required to lift and/or move up to 25 pounds and traverse stairs.