

Superior District Library Job Description

Title: Programming Coordinator/Clerk

Supervisor: Library Manager

Classification: Pickford Community Library Employee

JOB DUTIES AND RESPONSIBILITIES

Job Purpose

A full-time (30 hours per week) member of the Pickford Community Library staff, this position is responsible for coordinating programs for children, youth, and adults with the assistance of the Library manager as well as promoting and marketing library programs, services, and materials to the community. Additionally, this position is responsible for working at the circulation desk in the capacity of Library Clerk, (see Library Clerk job description) and the duties associated with that position.

Primary Duties

- Plans and participates in regular story times, the Summer Reading Program, and major youth programs with the assistance of the Library Manager.
- Plans and participates in adult programs with the assistance of the Library Manager.
- Promotes programs via posters, social media, word of mouth, etc.
- Provides reference and book selection assistance for children, youth, and adults, and compiles reading lists when appropriate.
- Attends continuing education programs to enhance skills.
- Assists patrons in the proper use of the public access catalog.
- Assists and works with volunteers to prepare displays and bulletin boards.

Secondary Duties

- Performs circulation desk duties as needed.
- Represents the Library in school and community activities.
- Functions as a member of the Pickford Community Library staff team by striving for excellence in the provision of Library services.
- Performs other duties and responsibilities as assigned within the scope of the position or level of expertise.

Knowledge, Skills and Abilities

- High School diploma required.
- Detail oriented work habits.
- Highly developed interpersonal and public relations skills.
- Understanding of basic research methods and the organization of information.
- Ability to manipulate information on computers and large databases.
- Ability to develop and maintain positive working relationships with the public, co-workers, and supervisors.
- Knowledge of various computer software and programs, including Microsoft Office suite.

Physical Demands and Qualification

- Work is normally performed in an office environment.
- Evening and weekend work is required.
- Requires standing, walking, stooping or crouching, kneeling, crawling, balancing, reaching, pushing, and grasping.
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.