

Marcellus Free Library Position Description

Programming Librarian

Title: Programming Librarian

Current Title Holder: Vacant

Reports to: Library Director

Status: Full Time/Non-Exempt

Overview:

The Programming Librarian works independently and as part of the Marcellus Free Library staff to achieve the library's mission and goals. This includes but is not limited to designing, developing, planning, organizing, promoting, implementing, and assessing programs specifically for youth, teens, and adults, as well as intergenerational programming, in conjunction with other staff members and outside presenters. This position also supports circulation and reference services, and promotion of all library services and activities throughout the community. In this role, the Programming Librarian collaborates with library staff, community members, and various community groups to develop and promote a diverse and wide range of innovative and engaging programs in support of the library's mission.

The Programming Librarian is in a position of responsibility and leadership within the library and is expected to support the development and training of staff members while exhibiting flexibility and professionalism in support of the library's mission.

Essential Duties:

- Evaluate needs of the community and identify opportunities for new and enhanced programs, collaborating with library staff and community partners to design, implement, and assess programs that meet the needs of the community in accordance with the library's mission.
- Assist in the organization, development, and implementation of the library's annual summer reading program for children, teens, and adults.
- Coordinate with teachers at KC Heffernan Elementary School to schedule the annual visit by KCH first and pre-first graders in June and collaborate with staff to prepare for and host the event.
- Maintain data about participation in all related programs for presentation to the library director.
- Collaborate with all library departments and staff to provide excellent service to the community.
- Identify trends and opportunities for all ages and plan programs accordingly.
- Secure grants to support programming needs of the library.
- Stay informed of professional issues, trends, and attitudes within both the library profession and the local community.
- Participate in the preparation of promotional and informational materials.
- Provide circulation desk support including reader's advisory, reference services, and computer support as required.
- Engage in community outreach and collaboration to promote interest in the library as a community resource.
- Attend professional meetings and participate in the activities of professional library associations.
- Seek training and professional development opportunities necessary to perform job competencies.

- Interpret and enforce library rules and policies.
- Other special projects and duties as assigned by the Library Director in support of the library's mission.

Essential Skills, Knowledge, and Abilities:

- Knowledge of and commitment to the library's mission, principles, and policies.
- Knowledge of developmental, recreational and educational needs of adults, youth, and families.
- Ability to work independently, use initiative, organize, set goals, and follow procedures.
- Strong decision-making skills; accuracy, initiative, and ability to be creative and forward-thinking; ability to use sound judgment and logical reasoning to resolve problems.
- Excellent computer knowledge and an understanding of all technology used at the library including knowledge of Polaris Leap.
- Knowledge and proficiency of written English, including style and editing standards.
- Knowledge of audio-video technology.
- Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously.
- Able to give clear, concise written and oral instructions.
- Able to plan, organize, direct and evaluate the work of others.
- Knowledge of reference materials, library collections, and trends and issues in the library profession.
- Strong technology skills, including proficiency in social media.
- Excellent communication and customer service skills.

Qualifications:

A Master's Degree in Library Science or Library and Information Science (MLS/MLIS) from an ALA accredited school, and an active New York State Public Library Certificate. Previous experience handling program planning for all ages is desirable.

Physical Requirements

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is often required to reach with hands and arms, stand, walk, sit, talk, and hear. The employee is occasionally required to kneel and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Equal Employment Opportunity

The Marcellus Free Library is an Equal Opportunity Employer. The Library does not discriminate and will not tolerate discrimination on the basis of a person's race, religion, creed, color, sex, age, national origin, citizenship or immigration status, disability, sexual orientation, gender identity or expression, transgender status, gender dysphoria, marital status, family status, pregnancy, military status, veteran status, genetic information including predisposing genetic characteristics or carrier status, arrest or

conviction record, domestic violence victim status, or any other legally protected class or status recognized by federal, state or local law.

Compensation and Benefits

The position starting salary range is 46,000-48,500, commensurate with experience. Benefits include PTO, 403(b) plan and health insurance options.

To Apply

Please submit a cover letter, resume, and contact information for three references to sbrandt@onlib.org. Applications will be reviewed immediately; the position will remain open until filled.