

Gibson Memorial Library

Job Title:	Programming Specialist	Job Category:	Administrative Support
Department/Group:	Adult Services	Job Code/ Req#:	43-4121
Location:	Creston, IA	Travel Required:	Occasionally
Level/Salary Range:	\$10 – 11	Position Type:	Full-time
Direct supervisor:	Library Director	Date Posted:	
Will Train Applicant(s):	Will train applicant(s)	Posting Expires:	
External Posting URL:	https://www.creston.lib.ia.us/about/jobs		
Internal Posting URL:			

Applications Accepted By:

FAX OR EMAIL:

aricgbishop@gmail.com

City of Creston, IA application form:

<https://www.crestoniowa.gov/DocumentCenter/View/552/Employment-Application-General>

MAIL:

Director Aric Bishop
 Gibson Memorial Library
 200 W. Howard Street
 Creston, IA 50801

Job Description

NATURE OF WORK

The Programming Specialist develops, plans, coordinates, executes, and evaluates library programs, workshops and leads large-scale programs and events that involve multiple staff members, departments, community members and volunteers.

Using marketing techniques and social media, the Programming Specialist creates event flyers, signage and other promotional materials as needed.

This position assists with book discussion groups, computer classes and employment search support and assists patrons of all ages at the public service desk fulfilling information and reference questions, instructing patrons on how to use library computers, electronic devices, and other technologies.

This position requires understanding of library operations, policies and be required to perform off-site programming, outreach and be required to know library assistant tasks and services. Serves as a Liaison to the Library’s Friends organization and attends community meetings outside the Library (area business coffee, local organization group meetings and committee meetings). Other duties as assigned by the Director.

Duties and Responsibilities:

- Supports Intellectual Freedom – the right of every individual to both seek and receive information from all points of view without restriction
- Performs off-site work in conjunction with community partners, schools, and other organizations to promote the library and its services
- Plans, organizes, and publicizes programs and services, including, but not limited to book discussions, genealogy, computer classes, author visits, festivals, and library services
- Attends professional conferences, seminars, and network committees; reads professional literature

regarding library services and programs and participates and attends the monthly staff meeting

- Makes presentations to community groups to explain library programs and services
- Creates displays reflecting programs being offered at the library using materials, resources, and services the library provides to match the theme of those programs
- Assumes responsibility for library operations including covering the circulation desk, telephoning reserves, handling special projects, use of the copy machines, or assisting with technology and programming for all ages and collecting audio visual equipment for guest speakers and author visits
- Compiles reports, and evaluation matrices, regarding programming for the monthly library board meeting, the State Library annual survey and for reporting to city council/townships
- Maintains a pleasant, inviting, and safe environment for all patrons
- Assist with answering the phone and providing proper phone etiquette and note taking
- Open and close the library during specified hours and securing library equipment and property, such as computers and audio-visual equipment

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Associates/two-year degree required. Bachelor's degree in marketing, public relations, library and information science or related field preferred. State Library of Iowa Public Library Staff Endorsement is required within two years of hire.

PREFERRED SKILLS & ABILITIES

- Ability to work in a pleasant and effective manner with customers, co-workers, other agencies, and departments
- Organizational and programming planning skills; delivering excellent customer service
- Talent for inspiring others; technology skills; creativity, energetic and enthusiastic
- Small, medium, and large-scale event planning; building partnerships with community organizations and groups
- Ability to assist patrons in their searches including retrieving and re-shelving all types of materials. As well as a working knowledge of online library resources
- Working knowledge of the alphabet and numerical library system
- Proficient in computer skills including e-mail, word processing and applying for jobs online
- Ability to read, understand and follow oral and written instructions and make decisions with established guidelines, policies, and procedures
- Ability to be creative, flexible and to prioritize tasks.
- Ability to work with a minimum level of supervision and regularly take personal initiative to execute work responsibilities
- Ability to use independent judgement to make decisions
- Must be able to work nights and weekends and be flexible to switch shifts when necessary
- Must be able to work during the Summer Reading Program (June & July) and during other peak times for the library

PHYSICAL DEMANDS

- Frequently required to walk, sit, talk, and hear
- Frequently required to use hands to handle, feel or operate objects, tools, or controls and to reach with hands and arms
- Hand-eye coordination is necessary to operate computers and various office equipment.
- Occasionally required to climb a step stool or ladder; Occasionally required to balance, stoop, kneel or crawl
- Occasionally lift and/or move objects of 40 pounds or more

ADDITIONAL NOTES

The Programming Specialist Plays a vital role in shaping innovative services for children, teens, and adults. Bilingualism is encouraged and Spanish speakers are highly desired.

Empowers and motivates patrons; promotes and nurtures the habit of reading and library services; introduces patrons to the latest electronic resources; collaborates with library staff, volunteers, and patrons. Design and provide engaging activities that help people develop their creativity interests, and talents.

The City of Creston is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Gibson Memorial Library – Aric	Date/Time:	6.28.2021 at 11:51 AM