

## Adult Program Coordinator

Last updated: June 2024

Department:	Reports to:	Pay Grade:
Adult Services	Adult Services Manager	26
Schedule:	Supervises:	Classification:
23 hours per week. Scheduling may require availability during any Library operating hours, including days, evenings and weekends, and occasionally when the Library is closed. Flexibility is required as need arises.	N/A	Part-time Non-Exempt

### Requirements for All Employees:

- Ability to communicate clearly.
- Assist in promoting a safe working environment.
- Provide courteous and friendly service to patrons and staff.
- Assist in providing a welcoming and inclusive environment for both staff and patrons.
- Observe opening and closing procedures as required.
- Evening and weekend hours may be required.

### Qualifications:

- Bachelor's degree, LTA certificate/certification or equivalent in experience.
- Knowledge of event programming and community relations.
- Library experience preferred.

### Knowledge, Skills, and Abilities:

- Ability to effectively negotiate with vendors, contractors, etc. to obtain the most cost-effective prices and contract terms for goods and services.
- Ability to identify and translate the needs and interests of patrons into effective library services and programs.
- Ability to keep records and prepare reports.
- Ability to learn circulation procedures.
- Ability to locate items in alphabetical order and using the Dewey Decimal System.
- Ability to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
- Ability to relate to library patrons of diverse ages and abilities in a positive, patient, and effective manner.
- Ability to see projects through to fruition.
- Ability to work independently and as a member of a team.
- Ability to work pleasantly and effectively with the public and staff.
- Demonstrates excellent presentation skills.
- Knowledge of event scheduling software and the ability to learn and master new software.
- Knowledge of and interest in library procedures.
- Knowledge of and interest in literature.
- Knowledge of the principles and practices of public library functions.

- Knowledge of reference and research procedures, materials, and current technology.
- Proficiency in Microsoft Office and Google Suite.

**Duties and Responsibilities:**

Customer Service:

- Staff service points as needed.
- Provide patron account assistance, including the collection of fees.
- Check materials in and out of the library.
- Accept applications for library cards.
- Answer and direct incoming telephone calls.
- Provide directional information to patrons.
- Provide reliable and accurate reference and readers' advisory assistance to patrons in person, on the telephone, or electronically.
- Accept passport applications according to guidelines set by the Department of State.

Continuing Education:

- Keeps informed of current information and trends at the local and regional library level. Participates in professional development activities relating to areas of responsibility.
- Read professional literature, attend meetings/webinars, and participate in library and community organizations.

Programming:

- Develop, coordinate, evaluate and publicize library programs and events for adult and/or multi-age participants.
- Coordinate, schedule, and evaluate internal and external program performers and presentations for the library.
- Establish connections and relationships with area organizations and businesses to broaden the range of programs offered by the library.
- Write and plan promotional material for events.
- Participate in all special events and promotion committees to ensure programs are appropriate for the event.
- Introduce events and speakers to library patrons.
- Solicit feedback from community members in regards to adult programming.
- Attend and supervise adult and/or multi-age events and programs.
- Promote internal and external public relations through the use of displays, newsletters, news releases, social media and other sources as appropriate.
- Work with staff to ensure programs meet library goals and objectives.
- Work with the Adult Services Manager to prepare an annual budget for adult programs.
- Administer the adult program budget effectively, keeping expenditures within the approved appropriations.

Other:

- Be familiar with library policies and procedures and be able to make decisions in accordance with them.
- Perform related duties as required and assigned by the Adult Services Manager.

**Physical Requirements:**

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

- Essential and marginal functions may require maintaining a stationary position as well as movement in the office to access file cabinets, equipment, etc.
- The ability to position self to maintain files in file cabinets.

- Occasionally move boxes weighing up to 50 pounds.
- Occasionally move or transport a cart up to 100 pounds.
- Continually operates a computer and other office productivity equipment such as a copy/fax machine and printer.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to observe details at close or distant ranges.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.

- Noise level in the work environment is generally quiet.

**Disclaimer:**

This description is not a complete list of specific duties and responsibilities. It does not limit or modify the right of the Adult Services Manager to assign, direct, and control the work of the Program Coordinator.