Cardington-Lincoln Public Library

Job Title: Programming Coordinator- Adult
Department: Public Services
Job Type: Part-time (20-31 hours/week)/Full-time (32-40 hours/week) Non-exempt
Job Class: E
Benefits: Paid Time Off accrual; paid holidays; OPERS (Ohio Public Employee Retirement System); Ohio Deferred Compensation; AFLAC products available

POSITION OVERVIEW: Under the general supervision of the Library Director, The Programming Coordinator- Adult is responsible for all aspects of CLPL's adult programming. This includes developing, marketing, and implementing all adult programs and supervising potential subordinate staff. The PC-Adult will work closely with the Collections Coordinator to curate an appealing and comprehensive adult collection. Work is performed with considerable independent judgment and initiative. This can be a supervisory position. The Programming Coordinator acknowledges and accepts the Ohio Ethics Law and related statutes, respects confidentiality and maintains the integrity of the Cardington-Lincoln Public Library.

ESSENTIAL FUNCTIONS:

- Identifies opportunities for new and enhanced programs for adults, collaborating with library staff and community partners to develop, market, and implement programs that meet the needs of the community.

- Participates in determining annual budget allocations. Responsible for managing assigned budget.

- Supports the promotion of all library programs and services throughout the community using a variety of different formats and outlets including creation and maintenance of websites, posters, physical and e-newsletters, and other promotional venues.

- Heavily collaborates with the Collection Services Coordinator on material purchase suggestions, as needed, to assist collection development.

- Oversee and manage the general organization of the Adult room and its collection.

- Identifies trends and opportunities and plans programming for adults accordingly.

- Stay informed of professional issues, trends, and attitudes within both the library profession and the local community.

- Provides circulation desk support including reader's advisory, reference services, and computer support as scheduled or required.

- Maintains a broad knowledge of print, electronic, and community resources and their availability and location.

- Supervise onboarding training for and oversight of staff members in programming department.

- Participates in staff meetings to discuss and resolve problems, contribute ideas for improvement, and keep updated on library plans and activities.

- Participate in training and continuing classes and/or webinars that are relevant to position.

- Understands and carries out CLPL policies and procedures.

- Performs other related duties as assigned.

SKILLS AND ABILITIES:

- Ability to pass a background check.

- Knowledge of developmental, recreational, and educational needs of adults in the community.

- Comfortable using standard workplace software like Microsoft Word, Outlook, Excel, etc.

- Familiarity with design tools like Canva, Microsoft Publisher, etc. and general design principals for effective marketing.

- Excellent computer knowledge and understanding of library technology.

- Understand library organizational model, Dewey Decimal System.

- Strong analytical, negotiating, and problem-solving skills.

- Must have the ability to learn and become proficient in functions required to perform job duties, working effectively independently or as part of a team to complete tasks as assigned.

- Must exhibit effective communication skills, interpersonal skills and flexibility when collaborating with vendors, fellow staff, and the public.

- Ability to plan, schedule, and organize work effectively, and meet deadlines.
- Ability to maintain a regular and flexible work schedule that may include nights and weekends.
- Strong commitment to public service.

EDUCATION AND EXPERIENCE:

- High school diploma required.
- Bachelor's degree strongly preferred.
- Master's Degree in Library Sciences or equivalent work experience preferred.
- 1+ years' experience working in a library setting providing programming required.
- 1-3 years supervisory experience strongly preferred.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

- Ability to lift and move up to fifty pounds.

- Sitting, standing, walking, climbing (including stairs) and stooping, bending, twisting and reaching (up, across, and down). Must be able to sit and stand for long periods of time.

- Typing, writing, filing, sorting, shelving, and picking up and shelving books.

- Pushing and pulling: objects weighing up to 60-80 pounds on wheels.

- Able to work in enclosed space and remote locations for extended periods of time.

- Able to work in environmental conditions which may include exposure to dust, dirt, heat, cold, noise, fumes, odors, vibrations, wetness and humidity, and temperature changes.

- Able to use the following: building security systems, computer workstation, copy machine, telephone, and other readily available technology.