

**BRIDGMAN PUBLIC LIBRARY
JOB DESCRIPTION**

TITLE:	Programming Specialist
SCHEDULE:	Full-time, 32-40 hours per week
SALARY:	\$15 per hour
REPORTS TO:	Library Director

JOB SUMMARY

Completes all steps necessary to provide library programming to patrons of all ages, and performs a variety of library clerical work to serve patrons and support library operations.

MAJOR DUTIES

- Proactively develops, organizes, and leads a wide variety of programming for all ages.
- Collaborates with individuals, groups, and organizations to expand library programming.
- May coordinate, plan, and lead community outreach services and programs.
- Develops and fosters strong, positive, and mutually beneficial relationships that grow and deepen the Library's connection to the community.
- Schedules programming with the Program Coordinator.
- Reports programming statistics to the Program Coordinator.
- Acts as the Library Liaison to our Community Garden Members.
- Performs basic circulation desk duties such as check in and out materials, issue library cards, process holds, collecting fines, or taking/making phone calls.
- Greets visitors and provides exceptional customer service.
- Assists patrons with reference questions, readers' advisory, bibliographic instruction and searching.
- Assists patrons in the use of library equipment.
- Assists with sorting, shelving, and filing various library materials accurately according to library classification systems.

SKILLS AND ABILITIES

- Ability to plan and present programs that appeal to community interest.
- Ability to seek out new and creative ideas for programs.
- Excellent organizational, written, verbal and technological skills.
- The ability to learn and enforce library policies.
- Knowledge of alphabetical and numerical order and Dewey Decimal System.
- Ability to work independently, organize and prioritize work, respond to changing work demands and make decisions as required.
- Ability to handle confidential and sensitive information.
- Knowledge of standard office equipment including personal computers, word processing and spreadsheet software.
- Ability to comprehend and follow detailed directions.
- Ability to foster and maintain courteous and cooperative relationships with the community, coworkers, and the Director.

PHYSICAL REQUIREMENTS

- Ability to see, hear and speak clearly.
- Ability to manually manipulate a computer keyboard, mouse, scanner, etc.
- Ability to lift up to 40 pounds; push or pull up to 80 pounds on wheels.
- Ability to stand, bend, or stoop for long periods of time.

QUALIFICATIONS

- Must be 18 years of age or older.
- High school diploma or equivalent; College degree in related field preferred.
- Experience creating educational and/or informational programs preferred.
- Library experience preferred.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Please email your resume and cover letter to our Director, Sarah Skinner: sarah@bridgmanlibrary.com

Resumes will be accepted until the position has been filled.