Position Title: Librarian I – Library Technician/Programming Assistant

Reporting Relationship: Shall operate under the supervision and direction of the Director and the Program Coordinator.

Overview of the Position: Part Time Position

This position is responsible for working with the Programming Coordinator for planning, coordinating, developing, scheduling, publicizing, promoting programs, and executing programs for the library. It requires effective communication and coordination with the Library Director and all staff.
This position is responsible for programs and activities designed to serve children of all ages and adults. It requires knowledge of library services, principles, practices, and procedures, including copyright and confidentiality laws.
This position requires flexibility in work schedule since programs may occur during the day, at night or on weekends. The Program Assistant is expected to be at many programs which occur in the evening hours.
Programs may also occur on or off premise, which may require the Program Assistant to travel.
This position may also require covering essential functions of the circulation desk during programs.
This position requires accuracy, self-direction, and the ability to communicate effectively both in writing and verbally. Strong customer service skills are essential.

Essential Functions of the Position:

- Provides support services as needed for the Programming Coordinator, including:
    - Publicity and press releases, social media postings
    - Staffing programs
    - Creates messages for outside sign and posts messages.
    - Coordinates with Programming Coordinator and staff to assist in the development and successful implementation of library programs.
- Staffs the circulation desk, registers borrowers, checks out material to users, returns material from users.
- Provides customer service to resolve or refer patron complaints or problems.
- Provides various clerical support services.
- Maintains patron registration files – (new patron registration/update patron information).
- Carries out policies established by the Board of Trustees, always dealing with the public in a professional manner.
- Effectively communicate the library's activities and services to the public in the library.
- Demonstrate a commitment to learning new skills and ideas that support the library's mission and goals.
- Participate in all staff meetings.
- Perform other duties as requested by the Head of Circulation and/or Director.

Required Knowledge:

- Knowledge of library services, principles, practices, and procedures, including

copyright and confidentiality laws.
- Knowledge of customer service principles.
- Operational knowledge of standard office and AV equipment.
- Knowledge of computer technology (hardware/software) including automated library systems and the Internet.
- Knowledge of filing techniques.

Required Skills:

- Skills in communication sufficient to ensure quality services to diverse public library users.
- Skills in use of a computer.
- Ability to work on a multi-task-oriented basis.
- Ability to work a flexible schedule that includes days, evening, weekends and emergencies.
- Ability to use a networked computer system to obtain information from a variety of software applications.
- Ability to use the Internet to obtain credible research information.

EDUCATION/EXPERIENCE:

Associate's degree preferred. Previous experience working with children in an educational or library setting preferred. A combination of education and experience that demonstrates possession of the required knowledge, skill, and ability, may be considered.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF LIBRARIAN I AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

_____	_____
(Signature of Employee)	**(Date)**
_____	_____
(Signature of Director)	**(Date)**