

PROGRAMS SPECIALIST

SUMMARY

Performs a variety of activities to support the planning, preparation, and implementation of programs at library branches, online and through outreach activities for customers of all ages.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develops library programs for children, young adults and adults in order to meet objectives outlined by the strategic plan. Supports the planning, preparation, and implementation of programs at library branches (storytimes, author events, community lectures, literacy activities, etc.) by preparing materials, coordinating with presenters, setting up and supervising activities.
2. Plans and implements outreach service and program strategies; plans and attends programs, events, exhibits, or festivals at non-library locations to advocate and promote library resources and services.
3. Presents storytimes and other programs at library branches, off-site and virtually.
4. Supports branch staff in their implementation of Summer Reading Challenge and other large system-wide programs by preparing activities, coordinating program logistics, and navigating implementation issues.,
5. Participates in outreach to local schools and preschools and attends community events to promote library resources. Supports associated merchandising and publicity.
6. Makes public presentations and announcements and provides crowd control at large events.
7. Provides training to library staff on storytimes, program planning and implementation, literacy concepts, etc.
8. Supports the Communications Department in the administration of the online events calendar.
9. Attends meetings and participates in various committees.
10. May run errands to pick up or deliver items.
11. Performs other duties as assigned.

EDUCATION AND EXPERIENCE REQUIRED

1. Associate of Arts degree from an accredited college.
2. Two years clerical experience; library experience preferred.
3. Or equivalent technical training, education, and/or experience.

COMPETENCIES

Knowledge of:

1. English usage, spelling, grammar, and punctuation.
2. Principles and procedures of record keeping.
3. Principles and practices of basic library work, including the Dewey Decimal System.
4. Current office methods, equipment, practices and procedures including PC usage and proficiency using Microsoft Office and web-based searching.

Skill in:

1. Typing, word processing or entering data at a speed and accuracy level necessary for successful job performance.
2. Developing and maintaining good working relationships.
3. Listening to, understanding and interpreting information received from library customers and library employees.

Ability to:

1. Gain thorough knowledge of MCL's policies, procedures and programs.
2. Represent MCL in a positive, responsive manner to the public, other organizations and agencies, volunteers, and supporters.
3. Promote a culture of belonging by supporting MCL's commitment to a Healthy Workplace.
4. Demonstrate a commitment to ALA's principles of intellectual freedom, the Library Bill Rights, the Freedom to Read Statement, the privacy of library customers' records and the code of professional ethics.
5. Establish priorities and organize workload; manage time effectively, work independently and remain on task despite interruptions.
6. Maintain tact, courtesy and confidentiality while working with the public.
7. Maintain composure in high pressure, time sensitive situations.
8. Keep all relevant parties informed of all major issues and to recommend changes as appropriate.
9. Work and communicate effectively with diverse staff in numerous locations in order to accomplish library goals and objectives.
10. Operate relevant computer systems, including hardware and software, technological equipment and various office machines.
11. Work evenings and weekends.
12. Obtain a valid Washington driver's license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

1. Normally seated, standing or walking at will.
2. Extended periods of standing may be required when working at a public service desk.

3. Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion.
4. Keyboarding and working at a computer monitor for extended periods required.
5. Phone usage, reading, speaking, and listening required.
6. Interaction with library customers and other MCL staff members will be necessary to resolve situations or problems.
7. Travel within the service area in MCL vehicle.

FLSA & UNION STATUS: Non-Exempt, Union Position

GRADE: 220