

Position description & grade Approved by HRB 11/17/2021

I. POSITION TITLE: **Adult Programming and Public Relations Coordinator**

II. SUPERVISOR: Library Director

III. GENERAL DESCRIPTION OF DUTIES:

The Adult Programming and Public Relations Coordinator is responsible for the development, planning, coordinating, promoting, and executing of library programs and special events as well as synchronizing and maintaining the library's social media presence. The coordinator will also serve as back up on the circulation desk, acting as the main contact with the public assisting the public with reference requests, checking materials in and out, offering technical help and enforcing library policies in a friendly and personable manner. They will help maintain the library collection through shelving, inventory and weeding. They will perform routine administrative functions as assigned

IV. DUTIES AND RESPONSIBILITIES:

- A. Performs various tasks related to setting up library programs for adults, such as finding and contacting possible presenters, discovering what materials or special devices are needed, scheduling, and finding an alternate venue if needed for a large crowd. When speakers or presenters are not Island residents, helps with logistics.
- B. Oversees setting up and taking down the room for programs. Sets up and operates audio/visual equipment. And is present for programs; introduces the speakers and acts as moderator.
- C. Prepares flyers, posters and press releases and sends them to local media; stays in touch with media personnel to make sure that events are well publicized. Arranges for appropriate materials to be used in the event, and arranges for event to be photographed or recorded and for recordings to be made available to local television and to library patrons.
- D. Researches and prepares grant applications for larger events/programs and conducts grant-funded programs.
- E. Collaborates with other island library staff for island-wide events.
- F. Maintains library planning calendar, electronic mailing list, and public events calendar on the library website and collects attendance statistics for library events. Creates in-library displays and participates in collection development activities in support of library programming.
- G. Prepares and maintains a programming budget. Prepares invoices for program costs and maintains a log of expenses.
- H. Assists in preparing and overseeing youth craft activities; assists children in the Summer Reading Program. Substitutes for Youth Librarian in youth programs as needed.
- I. Chairs the library's Art Committee, overseeing and curating rotating art exhibits.
- J. Serves at circulation desk and in children's room. Becomes proficient in using the library's database management software programs including registers borrowers, charges and discharges material, collects fines, searches, reserves and renews material, assists patrons with catalog functions, shelves books and audiovisual material.
- K. Maintains confidentiality of patron records.
- L. Assist in use of public access computers, including instruction in basic email, computer search, keyboard and mouse functions; e-book and electronic audio book

- downloading and use; assist patrons in connecting their portable computers to the library wireless internet access and wireless printer.
- M. Provides direct service to both adult and youth for general reference and reader's advisory activity and requests help from a reference librarian when needed. Researches projects and finds age and reading level appropriate material.
 - N. Assists patrons in locating materials in the library, informs patrons of received material, researches projects and finds age and reading level appropriate material.
 - O. Assists patrons in accessing digital materials and database information.
 - P. Provides training, give assignments and reviews the work of part time seasonal employees.
 - Q. Educates library users about library resources, including digital collections, databases, and online resources available inside and outside of the library. Promotes inter-library loan as an option for items not found in the library collection; route items received through inter-library loan transactions; process returns of inter-library loan items.
 - R. Answers and routes telephone calls as received from the public. Answers emails to the library's general account as received from the public.
 - S. Performs basic cataloging functions under the supervision of senior library staff.
 - T. Performs opening and closing procedures.
 - U. Maintains an appropriate professional appearance.
 - V. Performs similar or related work as required.

The essential functions or duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

All duties shall be performed appropriately in accordance with the decisions and policies of the Library Trustees, and with respect and confidentiality of the records of the library and its users as required by State, Federal, and Local Laws.

Library Programming Coordinators will educate themselves in the library policies, practices, procedures, rules, regulations, and agreements as required by the Director and participate in continuing education through classes and conferences as approved by the Director.

V. SUPERVISION REQUIRED:

Under the general direction of the Library Director, the employee plans and carries out the regular work assignments in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

VI. SUPERVISORY REAPONSIBILITIES:

Occasionally serving as the librarian in charge in the absence of the Director and Assistant Director. Overseeing the work of seasonal part-time employees and volunteers.

VII. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Technical proficiency in computer use including ability to master the library's database management software; Internet searching; commonly used computer software; wireless access issues; mobile computing devices; accessing online and digital resources.
- B. Exceptional written and oral communication skills.
- C. Proficiency in using social media and ability to keep up with changes as they evolve.
- D. Proficiency in basic mathematical skills.
- E. Ability to operate audio/visual equipment in a variety of settings.
- F. A courteous, pleasant, discreet, and articulate demeanor in person and on the telephone in order to perform effectively with the public, co-workers, and town officials.
- G. A professional demeanor and appearance.
- H. Discernment and judgment to assess a myriad of variables as they come up and take appropriate action.
- I. Ability to maintain focus for extended periods and handle detail work including alphabetizing and putting numbers in order.
- J. Ability to read and comprehend both written and oral instructions and to respond appropriately as required.
- K. Ability to work with people of all ages and levels of abilities.
- L. Physical strength and dexterity required to handle informational items and boxes up to 25 pounds in weight and to transport loaded book carts; physical ability to put items in order on high and low shelves; able to stand for extended periods of time. The employee is frequently required to arrange meeting room furniture for programs including lifting chairs overhead, moving tables and hanging artwork while standing on a ladder.
- M. Able to pass a CORI check as defined by the designated CORI officer for the library.

VII. EDUCATION:

A minimum of two years of college or equivalent experience in a library required. A bachelor's degree and library or customer service experience strongly preferred.

VIII. POSITION GRADE LEVEL AND TIME REQUIREMENT:

- A. Permanent, full time, 32 hours per week. GRADE 6

Board of Library Trustees
Chairman _____

Personnel Board
Chairman _____

Board of Selectmen
Chairman _____