

ANDOVER PUBLIC LIBRARY

Job Description

Job Title: Adult Programming Coordinator	FLSA Status: Non-Exempt / Hourly
Reports to: Director	Hours: Full time @ 34 hr/week
Benefits: Excellent	Wage: \$8.30/hour

The Adult Programming Coordinator is primarily responsible for identifying, planning, conducting, and facilitating programs and events for adults at Andover Public Library. Provides frontline customer support, information and reference services. Assists with adult collection management. Work is performed under the direct supervision of the library director with flexibility allowed for carrying out the details of the work.

ESSENTIAL JOB FUNCTIONS

- Works closely with the director to develop an annual plan of library objectives and activities for adult programming based on the library's goals and objectives.
- Identifies community interests and needs.
- Identifies library programs for adults in consultation with director and staff.
- Keeps informed of local developments and activities through the local press and maintains a relationship with organizations and institutions that serve adults throughout the community
- Plans and implements adult programs and services.
- Makes arrangements for programming as needed.
- Maintains up-to-date knowledge and skills related to adult programming and services through professional reading, attendance at continuing education workshops and conferences, staff meetings and staff development activities.
- Coordinates the library's historical reference materials.
- Coordinates library exhibits, bulletin boards, and displays for adults and maintains appearance of adult section.
- Answers and assists patrons with difficult and complex reference questions, databases, and reader's advisory questions.
- Assists and instructs patrons in use of library materials and the online catalog.
- Assists the Children's librarian when appropriate.
- Monitors adult programming expenses.
- Upholds the library's mission and, at all times, impart a positive impression of the library.
- Other duties as required.

The normal work schedule requires some evening and weekend hours.

QUALIFICATIONS

Knowledge / Skills / Abilities / Personal Characteristics

- Initiative, enthusiasm, energy, and imagination to perform job functions with a minimum of direction.
- A clear understanding of the public service mission of the library and a forward thinking vision regarding the library's dynamic role in the Community.
- Knowledge of the principles and practices of professional library work.
- Ability to meet and serve the public.
- Excellent customer service and communication skills.
- Possess an understanding of the aims and services of the Library and the needs of the adult population.
- Knowledge of basic reference sources and research techniques; Knowledge of database and online reference sources including, but not limited to, the Internet.
- Demonstrated creativity and ability to communicate complex ideas effectively.
- Demonstrated interpersonal skills, including the ability to communicate and work effectively with others, including all types and ages of people, and a variety of external constituencies.
- Flexibility and ability to handle changing priorities; ability to shift smoothly to different tasks.
- Desire to seek out challenges and new opportunities and develop creative solutions.
- Work independently or in a team environment.
- Ability to work on multiple projects simultaneously in a busy library setting, subject to moderate noise with frequent interruptions and distractions.
- Familiar with the use of modern technology such as desktops, laptops and tablets and have a basic proficiency level in Microsoft Office.

Education, Training and/or Experience

- Some college with library science coursework preferred.
- Previous professional program development experience preferred.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person and to hear sounds within the normal range of conversation.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of written documents and text and visual materials.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a personal computer.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Andover Public Library.