



Campbell County Public Library

Employment Opportunity Posting

Posted December 11, 2017

JOB OPPORTUNITY

JOB TITLE: Children's Programmer

WORKSTATION: Alexandria

SCHEDULE: Days, Evenings and Weekend availability
(20 hours a week)

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for other requirements.

COMPENSATION: \$12.90 per hour with \$.25 differential pay

CLOSING DATE: Applications will be accepted until the position is filled.

TO APPLY: Apply online: <http://www.cc-pl.org/about-the-library/job-openings>



Alexandria Children's Programmer

REPORTS TO:	Alexandria Branch Supervisor
JOB CLASSIFICATION:	4
FLSA STATUS:	Non-exempt
REVISED:	8 Dec 2017

BASIC FUNCTION:

Under the general direction of the Alexandria Branch Supervisor, the Children's Programmer performs specialized tasks related to providing library services to children up to twelve years in age. The Children's Programmer conducts onsite programming, creates displays, and performs other tasks as necessary to encourage the use of the Library by children and to keep the trust of parents in the Library as an institution. The Children's Programmer also performs specialized tasks related to providing information and patron services for all ages, including computer/technology assistance and directing patrons to other libraries and services as required. This position also performs specialized tasks related to the circulation of library materials including answering patron inquiries in person and on the phone, and handling money for fines, fees, or other services. Duties may require light supervisory skills including independent judgement and action within specific parameters. The Children's Programmer interacts with the public and with other staff.

The Library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

RESPONSIBILITIES:

- Assist in developing, planning and actively carrying out a variety of activities for children.
- Organize, maintain, prepare and order materials utilized for crafts and activities.
- Assist with the creation and maintenance of book displays for adults, teens and children.
- Coordinate monthly Birthday Club mailing and prizes.
- Assist with the Library's summer reading program.
- Conduct in-house Library tours as requested.
- Provide reference and reader's advisory service to phone-in, walk-in and web-based reference patrons.
- Provide computer instruction and technology assistance to patrons
- Perform general desk duties including answering telephone and directing calls, circulation of library materials, check in magazines and newspapers, holds processing, fine/fee payments, processing library card applications, scheduling/confirming meeting room reservations, recording statistical usage (in-house, honor, etc.) and other similar responsibilities.

- Resolve disputes with patrons concerning overdue, lost and damaged items, directing unresolved issues to the Branch Supervisor or other supervising staff members.
- Maintain the order and attractive appearance of items in the collection.
- Reconcile cash drawer.
- Cleaning the public and staff areas, including mopping, sweeping, vacuuming, and dusting.
- Daily removal of trash and restocking of public use supplies.
- Prepare branch for closing in the evening as scheduled.
- Shovel snow from sidewalks and/or apply treatment as necessary, alerting Branch Supervisor of any problems with contracted snow removal/treatment services.
- Lead and serve on committees as assigned by the Assistant Director.
- Perform other duties as assigned.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Bachelor's degree in early child development or elementary education, or combination of some post-secondary education and relevant work experience.
- Experience with children's programming and/or children's literature preferred.
- Knowledge of library principles and practices and the ability to put them into practice.
- Must be able to meet and maintain Kentucky Department for Libraries and Archives (KDLA) certification requirements.
- Basic computer experience with standard office software, including Microsoft Office products, email, and internet usage.
- Valid driver's license and satisfactory driving history. Personal transportation that can be used for business travel is required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 30 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

The job description is not a contract between the Library and the employee. The Campbell County Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and/or the Library may request the employee to perform duties that are not listed on the job description.

ACCEPTED BY:

Employee: _____ Date: _____

Supervisor: _____ Date: _____