



Campbell County Public Library
Employment Opportunity Posting
Posted March 15, 2018

JOB OPPORTUNITY

JOB TITLE: Adult Programming Coordinator

WORKSTATION: Cold Spring

SCHEDULE: Monday through Friday generally, with some evenings for special events.
(40 hours a week).

****SCHEDULED START DATE FOR THIS POSITION WILL BE JUNE 4, 2018****

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for other requirements.

COMPENSATION: \$18.90 per hour

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>



Adult Programming Coordinator

REPORTS TO:	Assistant Director
JOB CLASSIFICATION:	7
STATUS:	Non-Exempt
REVISED:	1 Mar 2018

BASIC FUNCTION:

Under the general direction of the Assistant Director, the Adult Programming Coordinator plans high quality large-scale events for adult patrons at all branches, plans smaller branch-specific events in conjunction with branch staff, and performs specialized tasks related to securing grants to support library-related programs and services. Determining and adhering to established budgets, tracking of detailed information, and participation in procedure/policy setting are required. Duties require supervisory skills, independent judgment, and independent action. The Adult Programming Coordinator interacts with the public and other staff members.

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:

- Plan and provide large-scale educational and entertainment events for adults at all branches, coordinating with the branch staff as well as vendors and volunteers.
- Research to identify the full variety of event possibilities that could be of interest to our patrons and that would provide them with lifelong learning opportunities; make suggestions to other branch programming staff for branch specific opportunities when they present themselves.
- Act as point of contact for branch-specific events offered through community partners and coordinate those events with branch Adult Services staff.
- Research and secure grants to support library activities and to expand library programs and services.
- Coordinate day-of-event details such as facilities organization, furniture removal, seating installation, catering, transportation, special needs accommodations, equipment, and staffing requirements.
- Negotiate contracts with publishers, agents, and other artist representatives to secure reasonable fees, travel accommodations, and expenses.
- Work with vendors to secure reasonably priced services, products, and equipment rental.
- Coordinate with other libraries and organizations in the Greater Cincinnati area for regional events and promotions.
- Participate in outreach activities and networking with local agencies.
- Create monthly narrative and statistical reports of the position's activities.
- Coordinate public relations for programming with the Public Relations Manager.

- Lead and serve on committees as assigned by the Library Director.
- Perform other duties as assigned.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Master's degree in Library Science from an ALA accredited library school preferred. Bachelor's degree with demonstrated, relevant experience required.
- Knowledge of library principles and practices and the ability to put them into practice preferred.
- Excellent time management skills.
- Excellent verbal and written communication skills.
- Ability to manage multiple projects independently.
- Extensive computer experience with standard office software, including Microsoft Office products, email, internet usage.
- Experience with audiovisual equipment.
- Must be able to meet and maintain Kentucky Department for Libraries and Archives (KDLA) certification requirements.
- 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 successfully to 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 workday. 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.