



Campbell County Public Library
Employment Opportunity Posting
Posted November 20, 2018

JOB OPPORTUNITY

JOB TITLE: Adult/Teen Services Programmer

WORKSTATION: Newport

SCHEDULE: Monday through Friday generally, with some evenings and weekends
(40 hours a week).

****SCHEDULED START DATE FOR THIS POSITION WILL BE January 7, 2019****

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for other requirements.

COMPENSATION: \$12.90 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/Teen Services Programmer

REPORTS TO: Adult/Teen Services Librarian
JOB CLASSIFICATION: 4
STATUS: Non-Exempt
REVISED: 1 July 2014

BASIC FUNCTION:

Under the general direction of the Adult/Teen Services Librarian, the Adult/Teen Services Programmer performs specialized tasks related to providing library services to adults and young adults. The Adult/Teen Services Programmer conducts both onsite and offsite programming, orders library materials, creates displays, and performs other tasks as necessary to encourage the use of the Library. Duties may require independent judgment and action within specific parameters. The Adult/Teen Services 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 adults and young adults.
- Prepare and administer computer instruction for patrons and staff.
- Coordinate public relations for programming with the Public Relations Manager
- Participate in outreach activities and networking with local agencies and schools.
- Assistant in ordering/de-selecting collection materials with the approval of Adult/Teen Services Librarian.
- Create and maintain displays of Library materials.
- Assist with the Library's summer reading program.
- Provide reference and reader's advisory service to phone-in, walk-in and web-based reference patrons.
- Coordinate monthly Birthday Club mailings and prizes.
- Lead and serve on committees as assigned by the Library Director.
- Perform other duties as assigned.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Bachelor's degree, or combination of some post-secondary education and relevant work experience.
- 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.