

# ***Adams County Public Library***

## **SECTION 2.872 – LIBRARY ASSISTANT – PROGRAMMING** (revised 6/09/04; 5/13/09; 10/09/2013)

A programming assistant coordinates activities for all ages within a specific building in addition to performing a customary array of other library tasks. The assistant also cooperates with other district staff in planning and implementing programs.

### **Qualifications/Demonstrated Knowledge, Skills and Abilities:**

- High school diploma or GED with an aptitude for and demonstrated interest in library work.
- Training after high school that supports paraprofessional library responsibilities.
- Knowledge and skills necessary for all public library services, particularly children's services.
- Observed behaviors that match the library's core values: positive approach, dependable, team-oriented, professional, leadership qualities.
- Proficient with computers; basic knowledge of other office machines.
- Creative with crafts and program ideas for working with youth.
- Ability to communicate effectively and concisely, orally and in writing.
- Ability to maintain emotional balance; works well with all types of people and circumstances.
- Mobility to maneuver loaded book trucks and stand for extended periods of time.
- Adequate strength to move boxes, furniture or equipment and lift 40 pounds.
- Ability to stoop and stretch in order to retrieve or shelve materials on 7 ft. shelving.
- Have or able to obtain a valid driver's license and access to reliable transportation.

### **Responsibilities/Duties:**

- Assists other staff with routine public service tasks listed in library clerk job description.
- Works as a member of a public service team and keeps the team informed about programs.
- Implements a variety of library programs, including summer reading and adult programs.
- Develops pre-school programs using the principles of the Every Child Ready to Read project.
- Organizes and leads advisory groups; assists with book club activities.
- Assists library support groups in implementing special programs such as author visits.
- Makes recommendations for library collections that support library programs.
- Creates library displays, provides information for flyers and posters to communications staff.
- Develops monthly themes; sends calendar of events and activities to communications staff.
- Initiates purchase orders for programming supplies; maintains inventory of program supplies.
- Complies with policies and performs duties in a courteous, pleasant and efficient manner.
- Participates in continuing education to foster professional and personal development.
- Keeps informed of trends, issues, and professional concerns in public libraries.
- When appropriate, mentors volunteers and assists in the training of new personnel.
- Participates two hours weekly in independent study to foster professional development.
- Performs other duties as requested by the team leader, team coach, or executive director.
- Presents Adams County Public Library, its staff and services, in a positive manner.

**Leadership received:** Public service team leader, team coach, executive director or designee.

**Leadership expected:** Periodic team meeting role as facilitator, note taker, or timekeeper.

**Classification:** Paraprofessional, hourly, and nonexempt.

**Schedule of hours:** Hours vary and requires evening and weekend hours.

**The above statements are intended to describe the general nature and level of work that is to be performed by personnel under this job description. The statements are not intended to be an exhaustive list of all responsibilities and duties that might be required of persons assigned to this position.**