

**2024**

**Job Title: PROGRAMMING SPECIALIST**

**Department:** Administrative Services

**Pay Range:** \$15.50 – \$20.00 per hour

**Immediate Supervisor:** Programming Coordinator

**Positions Supervised:** Occasional volunteers

**Career Ladder Opportunity:** Administration

**Job Responsibilities:** Assist the Program Coordinator in program development and management.

**Qualifications:** Bachelor's degree is preferred as well as previous professional experience.

**Knowledge, Skills, and Abilities:** Knowledge of library practices and procedures; ability to communicate effectively (oral and written), time management skills, and experience in program support are necessary. Knowledge of the community, current events/topics, and popular authors. Ability to plan an event or program from start to finish and execute the tasks involved in bringing the program or event to fruition. Ability to greet presenters and make them feel comfortable and welcome. Ability to speak in front of groups representing the Library in a professional manner. Ability to adapt quickly in the event of a problem with a program. Ability to work with local groups, businesses, and non-profits for co-sponsorship opportunities. Ability to write grants. Ability to work with current AV equipment including laptop, projector, DVD player, etc.

**Illustrative Duty Modules:**

100% Coordinate Programs:

- Schedule, plan, and direct adult programming.
- Refreshment table set-up and tear down, including making coffee and setting out refreshments, etc.
- Maintain cleanliness of kitchenette including laundering tablecloths and towels.
- Inventory of and replenishment of programming supplies.
- Involvement in the production of the program guide.
- Assist other programmers with large programs.
- Provide back-up for other programmers.
- Write and submit press releases.
- Create flyers and quarter sheets for programs.
- Other programming duties as they arise.