

## **Little Chute Public Library**

### Position Description

TITLE: Programming Librarian

REPORTS TO: Library Director

SUPERVISES: Volunteers and Library Technicians

VILLAGE PAY GRADE: Supervisory Permanent Full-Time Wage Schedule

\$22.16-\$29.11 hourly rate; \$46,089.05-\$60,549 per year

Benefits available through Village of Little Chute

Posted (Internal and external) November 13, open until filled

### **Position Summary**

The Programming Librarian plans and executes programming for all ages. The Programming Librarian also assists the Library Director with supervision & training of library staff and volunteers, collection development and promotion, and other duties as assigned. The Programming Librarian conducts the day to day business (e.g. checking materials in and out, assisting patrons, processing materials, shelving materials, etc.) of the Little Chute Public Library. This position is supervised by the Library Director and is responsible for regularly reporting to the Director.

### **Specific Duties**

- A. Plans, promotes, and facilitates library programming, as well as staff and patron education.
  1. Plans, promotes, and facilitates programming for all ages
  2. Develops, promotes, and delivers patron training (e.g. classes, help guides, on-on-one assistance) in coordination with the Library Director
  3. Develops and delivers training sessions for library staff in coordination with the Library Director
- B. Uses ILS to conduct library business
  1. Checks materials in and out
  2. Registers new library patrons and maintains the patron database
  3. Charges and collects fines for overdue materials; processes bills for delinquent accounts and manages the system of overdue notifications
  4. Places holds for materials on behalf of patrons; contacts patrons when requested materials arrive
  5. Prepares materials for delivery to other libraries and processes materials received from other libraries for our patrons
  6. Responds to daily and monthly reports as assigned by the Library Director.
- C. Assists with the maintenance, development, and promotion of library collections
  1. Participates in acquisition of materials and assists with regular orders
  2. Assists with the maintenance of the collections via regular examination and weeding
  3. Evaluates donated materials for inclusion in the library collections or for addition

- to the ongoing book sale
- 4. Inventories collections, as needed
- 5. Promotes collections via creative materials displays and online book lists or pathfinders
- D. Provides assistance in the use of the library and its resources by the public
  - 1. Answers reference questions and assists patrons with finding desired materials; provides readers' advisory assistance, as needed
  - 2. Requests materials via interlibrary loan for items not found in InfoSoup; responds to requests for our materials from libraries outside of InfoSoup
  - 3. Assists patrons with basic use of InfoSoup, public Internet computers, and SAM sign-up computers
  - 4. Serves as a resource for staff and patrons in the use of eBooks and eReaders; assists patrons with the set-up and use of eReaders and the Overdrive website
  - 6. Responds to emails received from the public in agency accounts
- E. Regularly participates as a member of the supervisory team
  - 1. Assists the Director with the establishment of policies, procedures, and plans for the library
  - 2. Participates in regular supervisory team & staff meetings, training, and activities.
  - 3. Supervises and trains Library Technicians and Volunteers
  - 5. Handles problem situations as they arise
  - 6. Assists in the maintenance of good public relations
- F. Other duties as assigned or required, including, but not limited to, the following:
  - 1. Represents the library at appropriate local and statewide meetings as assigned by the Director
  - 2. Assists with special projects as assigned by the Library Director
  - 3. Participates regularly in activities that promote professional development

### **Desirable Background**

Knowledge of ILS.

History of providing quality and dynamic programming for children.

History of establishing community partners and relationships.

Experience supervising employees and/or co-workers.

### **Requirements**

A Bachelor's degree in education or related field and experience working in a public or school library setting. Masters of Library Science preferable.

Working knowledge of library methods, procedures and library programming.

Ability to lead programs and make presentations to small and large groups of people.

Ability to maintain and foster cooperative and courteous working relationships with the public, peers, Director, and Library Board.

Knowledge of computers, word processing, spreadsheets, and electronic information resources including the Internet.

Ability to follow detailed instructions; ability to interpret and apply technical instructions. Ability to communicate effectively orally and in writing.

Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.

Ability to sustain prolonged visual concentration and keyboarding activity.

Ability to instruct others in the effective use of library resources in a variety of settings (e.g. one-on-one, small group, large group).

Possession of a valid Wisconsin driver's license, means of transportation, and willingness to travel to local and state-level meetings.

Ability to lift and carry 30 pounds and maneuver a fully loaded book cart.

Ability to sit on the floor and participate in physical activities with program participants

Interested candidates please email cover letter, resume, and three letters of recommendation to [kfreund@littlechutelibrary.org](mailto:kfreund@littlechutelibrary.org)