

City of Gustavus Programs Coordinator Position Description

Title: Programs Coordinator

Nonexempt Regular Part-time Position

This is on average 0.5-time position, averaging 20 hours/week.

Pay: \$20.00/hour

Supervisor: Library Director

Summary: Responsible for planning and implementing library programs for children, teens, adults, and families through the Gustavus Public Library. In addition, supports operational duties including managing the circulation desk, developing promotional materials, and assisting patrons in the use of the library, its materials, services, and electronic resources.

Duties and Responsibilities:

Programs:

- Develops and supports activities for all ages at the library that are in line with the Library's mission statement.
- Coordinates year-round programs for children, teens, and adults including collaborating with the Gustavus School, Preschool, families, and other entities to develop programs including class visits, story times, and special events.
- Develops partnerships with other local/regional entities, organizations, and businesses to create collaborative Library programs that support the needs of the community.
- Organizes and administers the Summer Reading Program for children, including participating with the Library Director in the hire and supervision of interns, assistants, and volunteers.
- Maintains accurate data about programs and assists with programs-related reports upon request.
- Collaborates with the Library Director to evaluate programs and adapt future program plans to meet current community and budgetary needs.
- Works with the Library Director to apply for grants for special programs.

Circulation:

- Works with volunteers and other staff to support the circulation desk operations, special events, and other functions.
- Manages front desk operations during assigned shifts (includes some evening and weekend hours); duties include greeting visitors, answering the phone, working with volunteers, managing circulation, and patron support.
- Provides input in selecting and decommissioning Library materials in accordance with community needs and the Library's Collection Development policy.
- Assists patrons with the use of computer, teleconferencing, and audio-visual equipment.
- Maintains accurate statistics on patron use and circulation.

General:

- Supports and promotes the concept of Intellectual Freedom, specifically including the freedom of members of the public to access information and express ideas, even if the

ideas might be considered unpopular or unorthodox.

- Strives to protect each patron's right to privacy, per AS 40.25.140.
- Catalogs library materials and applies appropriate spine labels.
- Develops content for a monthly newsletter, regular social media posts, patron emails, and flyers to promote library activities.
- Budgets time according to payroll budget approved by the City Council and work schedule approved by the Library Director.
- Participates in relevant trainings, workshops, and conferences.
- As time allows proctors tests (driver license; certifications; distance-delivery classes) and support other patron special requests.
- Attends relevant meetings as directed by the Library Director.
- Takes on some lead responsibilities in the absence of a Library Director.
- Other duties as assigned.

Continuing Education

- Encouraged to complete five (5) hours of continuing education each year.
- Ensure continued education with digital platforms and trends in support of increased technology at the library including public use computers, video conferencing equipment, Overdrive, and other programs.

Required Minimum Qualifications

Education and Experience

- Graduation from high school or GED equivalent.
- One year of experience working with the public.
- General work experience involving public programs, special events, or educational activities.
- Background in library operations (desired).

Knowledge, Skills and Abilities

- Effective verbal and written communication skills.
- Able to maintain effective working relationships with volunteers, other employees, supervisors, and the public.
- Basic computer skills including Microsoft Office and familiarity with databases. Comfortable learning new technology skills.
- Must be able to multitask and have a strong attention to detail.
- Must be reliable, and available for some evening and weekend shifts.

Work Conditions

Tools and Equipment Used

- Equipment commonly used includes computers, printers, copy machines, projectors; DVD players; telephones and fax machines; video-conferencing equipment.
- Tools include stepladders for high-shelf access; carpentry tools for light repairs; housekeeping equipment; snow shovel during winter months.

Physical Demands

The following are representative physical demands the Librarian is expected to encounter:

- Work includes prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling, and pushing, manual dexterity, and ability to communicate clearly.
- The Librarian must frequently lift and move boxes and other objects weighing up to 20 pounds, and occasionally up to 40 pounds.
- Light snow-shoveling in front of entry and exit doors.
- Light maintenance and housekeeping.

Work Environment

The Librarian may be exposed to the following work conditions:

- Multiple simultaneous requests.
- Groups of active children.
- Slippery conditions during periods of rain, snow, and ice in library parking lot and walkways.
- Work hours will be variable, both during open times and after regular hours to provide programs.
- Programs may be held outside in inclement weather.

Notice

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.