

Library Program Specialist

Direct Supervisor: Public Services Manager
Department: Mead Public Library
Version Date: May 3, 2022
Salary Grade: H
FLSA Status: Exempt, Not Represented



Position Summary:

The primary purpose of this position is to work as part of a team to reach the organization's stated goals and objectives for the entire Mead Public Library public services effort. The Library Program Specialist position develops and delivers library programs, assists patrons in the makerspace (Imaginarium) and digital media production studio (Mead Radio), and as a member of the Public Services team, provides excellent customer service to the library community and supports other department activities. Work is performed under the direction of the Public Services Manager.

Essential Responsibilities:

1. Performs general day to day duties associated with various services which include but are not limited to:
 - a. Circulation of library collections
 - b. Customer service, reader's advisory, and and limited research services
 - c. Instructs and assists patrons with technology and equipment to include but not limited to public computers, makerspace equipment, digital media production studio, online library catalog, and digital resources.
 - d. Handles/counts cash and performs cash transactions
 - e. Interprets, explains and applies library policy and procedures to respond to customer concerns.
 - f. Prepares invoices for payment
 - g. Schedules and coordindates book displays and exhibits.
2. Coordinates makerspace (Imaginarium) activities, programs, and equipment purchases and maintaince
3. Coordinates digital media production studio (Mead Radio) activities, programs, and equipment purchases and maintaince
4. Collaborates with Public Services team in the planning, development, and delivery of programs in the library and community
5. Develops and maintains cooperative relationships with community organizations
6. Attends library conferences and workshops
7. Provides input to managers in the improvement of library policies, plans and goals
8. Leads ad hoc teams or projects; participates in and leads staff committees
9. Directly addresses Code of Conduct enforcement and behavioral issues in the library alongside Managers and Public Safety/Community Resource Specialist
10. Reports building malfunctions, safety, and security matters to management, safety specialist and/or maintenance staff
11. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the Clty's emergency plan
12. Performs other related work as assigned by the Director or Manager

Education & Experience:

1. Bachelor's Degree and two years of library or related experience
2. Or equivilent combination of education and relevant experience

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Qualifications & Skills:

1. Demonstrate outstanding interpersonal skills and ability to interact with the diverse local community.
2. Basic knowledge of library services and procedures
3. Ability to think analytically and to develop new or revised systems, procedures, and work flow
4. Ability to exercise initiative and independent judgment
5. Resilient to changes in the library profession and work environment
6. Ability to develop and maintain constructive relationships with staff and public
7. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment
8. The ability to effectively communicate ideas and information both in written and oral form, effectively read and understand written information.
9. Ability to work independently in a fast-paced environment with frequent interruptions.
10. Ability to set priorities in order to meet assignment deadlines.
11. Mathematics: Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division)
12. Reasoning: Ability to exercise good judgment, investigate, define problems and offer solutions, research and collect data, analyze information and establish facts and draw valid conclusions.
13. Technology: Ability to create documents in MS Word and spreadsheets in MS Excel, ability to use and maintain e-mail and calendars.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Sitting, standing, walking, climbing and stooping
2. Bending, twisting and reaching
3. Talking and hearing; use of the telephone
4. Far vision at 20 feet or further; near vision at 20 inches or less
5. Lifting and carrying: 50 pounds or less
6. Pushing and pulling: objects on wheels weighing 60-100 pounds
7. Handling: processing, picking up and shelving library materials
8. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
9. Mobility: travel to meetings outside the library

Department Summary:

The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers' patronage, and our customers' gratitude for the quality and value they receive.

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Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name:_____ Employee Number:_____

Employee Signature:_____ Date:_____