

Job Description

Program Assistant

Name: _____ **Department:** Community Engagement & Programming

Pay Grade: I **FLSA Code:** Non-exempt

Reports To: Head of Community Engagement & Programming **Typical Schedule:** Varies

Last Updated By: Donna Dunn **Date:** 7/5/2017

Job Summary

Under the supervision of the Head of Community Engagement & Programming, the Program Assistant is responsible for providing assistance with library programs and events.

This position does not have any supervisory responsibilities.

Essential Functions & Responsibilities

Primary

- Provides assistance with the preparation of materials and execution of youth and adult programs, events, training, and meetings
- Provides assistance to staff, presenters, and patrons at youth and adult programs, events, training, and meetings, including but not limited to registration, patron check-in, and other public-facing responsibilities
- Serves as the staff point person during events, as requested
- Learns curriculum and technologies necessary to assist with applicable youth and adult programming
- Contacts program registrants with reminders, wait list notifications, or other communications, as necessary
- Works with volunteers assisting at youth and adult programs, events, training, and meetings
- Participates in outreach events, as requested
- Provides program feedback to appropriate programming staff
- Monitors and maintains program supplies

- Completes setup and controls the library’s meeting room audio visual (AV) equipment
- Attends scheduled meetings and training, as required
- Maintains awareness of overall library functions, projects, and goals
- Represents the library in a positive fashion at all times

Secondary

- Participates in professional development and continuing education, as appropriate
- Keeps current on trends and issues in library practices and philosophy
- Understands and demonstrates the Standards of Public Service
- Performs other duties, as assigned

Education Requirements

The minimum level of formal education required to perform this job is checked.

- | | |
|--|---|
| <input type="checkbox"/> Some high school | <input type="checkbox"/> Bachelor’s Degree |
| <input checked="" type="checkbox"/> High school diploma or GED | <input type="checkbox"/> Master’s Degree/MLIS |
| <input type="checkbox"/> Associate’s Degree | <input type="checkbox"/> Other: |

Training, Skills, Knowledge, and/or Experience

Required

- One (1) year of customer service experience
- Valid driver’s license with good driving record
- Ability to adapt to evolving technology
- Excellent written and verbal communication skills
- Working knowledge of technology to include: Microsoft Windows and Office applications, Google Suite applications, and the internet
- Ability to exercise initiative in problem-solving and referring questionable situations to the supervisor
- Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision
- Ability to plan, organize, and prioritize work assignments
- Ability to work independently or as part of a team
- Service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library

Preferred

- Successful work experience as a Library Associate or Program Assistant in a public library
- Working knowledge of Sirsi/Dynix Horizon ILS
- Working knowledge of Evanced software

Physical Requirements

	Constantly ($\frac{2}{3}$ or more of the time)	Frequently ($\frac{1}{3}$ - $\frac{2}{3}$ of the time)	Occasionally ($\frac{1}{3}$ or less of the time)
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending/stretching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping/kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching overhead (up to 75" high)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/carrying/moving (up to 50 pounds)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading/analyzing/interpreting data	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Viewing/working at a computer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Moving wheeled carts (100 lbs.) within or between buildings in all weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Scheduling

This position may require working during any of the hours that the Library is open, including evenings and weekends. Although a regular weekly schedule is established, the needs of the Library may require schedule changes and flexibility.



Equal Employment Opportunity

The library does not discriminate on the basis of race, color, gender, religion, sexual orientation, gender identity, national origin, ancestry, citizenship, age, disability, veteran status, marital status, pregnancy, arrest record, protected order status, genetic information, or other non-job related criteria in any term, condition, or privilege of employment.

Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job functions may change as needs evolve.

Employee Signature

Date

