

CITY OF TUALATIN

Classification Description

Job Title: Library Program Specialist
Department: Community Services - Library Administration
Reports To: Public Services Supervisor
FLSA Status: Non-Exempt

SUMMARY: Develops, organizes, monitors and/or presents library activities and programs to provide recreational, educational, and informational opportunities for youth and adults of the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned.

Develops and conducts programs in coordination with the Library Manager, other library staff, to offer activities that encourage reading and the use of the library.

Works with Library Manager and supervisors to identify program needs in the community.

Works with Library supervisors to plan, fund, organize, and promote various library programs and activities for youth and adults.

Plans and creates displays of library materials and information in coordination with Library Manager and other library staff.

Carries out special projects involving library promotion and outreach activities. Promotes the use of library resources through community contact, including public appearances and coordination with community groups, individuals, schools and the media.

Participates in professional development activities. Conducts library tours, and participates on various boards and cooperative groups as assigned. Communicates library policies to employees, volunteers and patrons.

Coordinates with program presenters, library staff, other city staff, community members, and volunteers in the presentation of programs and activities.

Schedules programs or activities, presenters, rooms, equipment and materials.

Registers participants, collects fees and maintains records of participation.

Assists in the development of the general collection in accordance with the Library's adopted selection policy and community needs.

Produce, publish, and maintain accurate and concise content on the city website.

Assists patrons in locating information using print and electronic sources. Explains the use of resources to individuals and/or groups. Provides reader's advisory services. Provides assistance to the reference section.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

SUPERVISORY RESPONSIBILITIES: Supervision of other employees is not generally a responsibility of this position. May act as a lead worker in directing activities of staff and volunteers and assist in coordinating independent contractors in the provision of library programs and activities.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress.

Customer Service - Solicits customer feedback to improve service .

Oral Communication - Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Planning/Organizing - Prioritizes and plans work activities; Plans for additional resources; Organizes or schedules other people and their tasks.

Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to communicate effectively in oral and written form. Ability to effectively present information to a wide range of individuals in written and/or oral format.

Reasoning Ability: Ability to organize and prioritize multiple tasks and duties. Ability to be flexible and adapt to changing priorities. Ability to organize and present ideas and recommendations clearly and concisely, both orally and in writing.

Technology Skills: Ability to operate a personal computer. Working knowledge of word processing and spreadsheet software. Experience using audiovisual equipment and other technologies used in a public library setting.

Special Skills: Ability to work independently. Ability to interact positively with co-workers and the public to enhance effectiveness and to promote quality service. Must have a shared commitment to quality in everyday work; demonstrates initiative and the willingness to assume ownership in completion of assigned tasks. Strong interpersonal skills. Ability to work with all age groups, especially youth and their parents. Ability to plan and implement various library programs and activities designed for children and adults. Ability to develop and present outreach programs through developing effective relationships with community groups, schools, and other organizations. Ability to deal with several functions simultaneously. Ability to maintain effective working relationships with supervisors, co-workers, volunteers, and contracted service providers. Possession of, or ability to secure possession of within six months, a valid Oregon driver's license.

EDUCATION and/or EXPERIENCE: Bachelor's degree in a related field and 2 years of public library work experience with a concentration in youth programs. Knowledge of the philosophy and objectives of the Library profession, and of the purpose, use, and benefit of various elements of specific programs. Knowledge of computer software applications relating to word processing, spreadsheets, scheduling programs, web authoring, and Desktop publishing. Any satisfactory combination of experience and training which ensures the ability to perform the work may substitute for the above qualifications.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The noise level is usually moderate, but can be loud.

The position requires extensive public and staff interaction. Most duties of this position will be performed in an indoor environment which usually has a moderate noise level, although some programs may be presented in an outdoor environment. Duties of this position require a willingness to work nights and weekends.