

## **Library Clerk – Adult Programming Coordinator**

### **Job Summary**

Develop, plan, and present library programming for adult patrons; coordinate adult book clubs and the adult summer reading program; select and maintain assigned collection area; and, assist in the pre-processing of library materials.

**Reports to:** Director, Assistant Director

### **Principle Responsibilities and Duties**

1. Participate in all responsibilities associated with the Library Clerk position.
2. Prepare, plan and schedule special events for Adult participants.
3. Coordinate the Last Monday Book Club books and activities.
4. Work in conjunction with Communications Coordinator to publicize Adult events.
5. Select and pre-process all new print material for the Science Fiction collection while keeping to the budget.
6. Plan the Adult Summer Reading Program and coordinate with other staff as necessary, soliciting prizes and presenting programs.
7. Coordinate library display and/or program for ALA's Banned Book week usually at the end of September with Assistant Director and/or Director.

### **Knowledge, Skills and Abilities**

1. Imaginative, creative, energetic, and self-motivated
2. Ability to work independently, possess good planning skills
3. Knowledge of basic computer operations and Microsoft Office Suite. Ability to learn automated circulation system
4. Knowledge of eBook readers
5. Basic research skills, ability to navigate and search the internet
6. Understanding of library shelving system, Dewey Decimal System
7. Ability to lift 20 pounds, push a cart of books, bend and stoop
8. Good communication skills, ability to answer questions effectively
9. Ability to remain calm in difficult situations
10. Ability to use general office equipment

### **Experience**

1. Some experience in event planning
2. Some clerical work experience, use of computers
3. Customer service experience, preferably in a library setting

Board Approved 11-13-2017
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