

**Job Title:**

Library Clerk/Adult Programming Coordinator

**FT/PT:**

Part Time

**Hours:**

22 scheduled hours per week. **Monday 2pm-8pm, Tuesday 9am-1pm, Thursday 9am-3pm, Friday 9am-5pm**

**Salary:**

\$12.00 - \$14.00/hr. dependent upon qualifications

**Position Description:**

Regular part-time position available – 22 scheduled hours per week. Monday 2pm-8pm, Tuesday 9am-1pm, Thursday 2pm-8pm, Friday 9am-5pm. This position is responsible for the development, planning, and presentation of library programming for adult patrons; coordinating adult book clubs and the adult summer reading program; and assisting in circulation tasks. Applicant must be energetic, creative, and self-motivated. Excellent organizational skills, the ability to handle multiple tasks effectively, knowledge of e-book readers and Microsoft Office are also necessary. Must be able to flex schedule to meet job responsibilities. Event planning and customer service experience, in a library setting, preferred. \$12.00-\$14.00 per hour, dependent upon qualifications. IMRF position. Equal Opportunity Employer.

Please submit cover letter and resume via email by Midnight, **August 31st** to [afry@silvislibrary.org](mailto:afry@silvislibrary.org). Position will remain open until filled.

Complete job description listed below.

**Library Clerk II – 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 Assistant Director to publicize Adult events
5. Plan the Adult Summer Reading Program and coordinate with other staff as necessary, soliciting prizes and presenting programs.
6. 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, determining and adjusting work priorities as needed and completing tasks in an orderly and timely manner
3. Knowledge of basic computer operations, Microsoft Office Suite, and eBook readers
4. Basic research skills, ability to navigate and search the internet
5. Understanding of library shelving system, Dewey Decimal System
6. Ability to lift 20 pounds, push a cart of books, bend and stoop
7. Good communication skills, ability to answer questions effectively
8. Ability to remain calm in difficult situations
9. Ability to use general office equipment

**Experience**

1. Associate degree, or equivalent in experience and education
2. Some experience in event planning
3. Customer service experience, preferably in a library setting
4. Demonstrated ability to manage multiple projects and deadlines simultaneously.
5. Excellent verbal and written skills.
6. Previous public relations or journalism experience preferred.
7. Knowledge of Microsoft Office Suite required