Sauk City Public Library

**Position Title: Programming Librarian**

**Reports to: Director**

**Category: Part-time, Non-exempt, Benefits Eligible**

**Updated: 5/9/16**

**Overview**

Under the general direction and supervision of the Library Director, the Programming Librarian coordinates library programming and performs outreach, promoting library services to the community; markets the library to current patrons as well as non-users and the underserved within the community while tailoring library services to meet the needs of the community.

**Essential Functions**

Works with Director and colleagues in preparation and presentation of programs and services for individuals of all ages.

Updates events on the library’s website and promotes the library through social media.

Prepares promotional materials, publicity announcements and displays.

Coordinates and promotes library activities, active and passive programs, exhibits, literacy offerings and services based on community needs and interests.

Assists in seeking partnership with area agencies, businesses and organizations through active involvement and marketing of the library. Performs outreach and positive promotion of the library in the community.

Keeps current through professional development and literature to evaluate trends and innovations in library services.

Performs routine library services such as receiving and loaning books; Performs routine filing of books, periodicals, and other materials.

Checks returned items for damage; Receives overdue fines; Processes library card applications; Reserves books and materials.

Operates computers and auxiliary equipment in routine duties.

Assists patrons. Ensures excellent customer service and maintains a welcoming environment for patrons and staff.

Maintains library confidentiality regarding patron and staff records and information. Follows the principles of intellectual freedom.

Performs other tasks as assigned.

**Knowledge, Skills and Abilities**

Knowledge of recreational and educational needs of adults, young adults and children along with the knowledge of community interests, trends, and resources and ability to use this information to determine library programming and service needs.

Working knowledge of professional library principles, practices, methods, and administration.

Working knowledge of reader interest levels, book, authors and reference sources.

Working knowledge of automated library circulation systems and online databases.

Knowledge and support of the principles of intellectual freedom.

Excellent communication and organizational skills.

Ability to present ideas and to provide instruction.

Ability to interact in a positive effective manner with coworkers, the Director, the Board of Trustees and the general public.

Ability to perform with minimum supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability and timeliness.

Ability to adapt to multiple demands and changing priorities, and be willing to learn new methods and ideas.

Willingness to work a variety of hours including evenings and weekends.

Ability to travel required.

**Qualifications**

Minimum: Bachelor’s Degree or any equivalent combination of education and experience; a minimum of three years’ public library, education, marketing or public relations experience. Preferred: Library programming experience.