



# PROGRAMMING SPECIALIST

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## JOB DESCRIPTION

<b>Department:</b> Community Engagement	<b>Benefits:</b> Yes
<b>Division:</b> N/A	<b>Percent Time:</b> Full-time (39 hours per week), including evening and weekend hours.
<b>Job Type:</b> Civil Service	<b>FLSA Status:</b> Non-Exempt
<b>Reports To:</b> Programming & Outreach Manager	<b>Pay Grade:</b> 27

## JOB SUMMARY

The Programming Specialist functions as a member of a team that participates in youth outreach and programming; provides excellent service to patrons; and carries out other duties as assigned. The Programming Specialist focuses on developing and executing excellent youth programs that can be taken into the community and fostering strong relationships with the community and partner organizations. The Programming Specialist reports to the Programming & Outreach Manager.

## ESSENTIAL FUNCTIONS

- Provides quality programming and outreach in a timely manner and with a positive, proactive, patron-focused attitude using standards and guidelines set by the Library.
- Promotes patron and staff understanding of the wide range of Library programs and services.
- Demonstrates competence in projects requiring independent judgment and in interpreting policies and procedures.
- Develops and implements new and existing programs, outreach events, and partnerships for a diverse community using an awareness of popular culture and personal knowledge of current affairs and local events.
- Manages budgets for programs as assigned.
- Participates in program promotion using all media.
- Shares in formulating departmental goals and objectives and participates in planning.

- Represents the Library in community and professional organizations, maintaining professional skills by participating in workshops and conferences and networking with colleagues.

### **ADDITIONAL DUTIES**

- Provides patron assistance in using all resources offered by the Library.
- Participates in departmental and Library-wide outreach and programming events for youth.
- Assists patrons using technology resources, including Library electronic databases and resources.
- Keeps current in knowledge of library trends and resources.
- Responsible for projects and other duties as assigned.
- Attends department and other meetings as scheduled.

### **JOB REQUIREMENTS**

#### **Education & Experience**

- Associate's degree or higher in a youth- or education-related field or two years' professional experience working with youth required.
- Bilingual skills (Spanish, French, or Chinese) required.
- Prior experience in planning and running events for youth as part of an organization preferred.
- Experience working in libraries desired.
- Prior experience with the Polaris ILS desired.

#### **Knowledge of**

- Substantial knowledge of outreach to specialized groups, such as teens, children, ESL students, parents, recreational readers, and non-library users.
- Principles and practices of library science including reference techniques, readers' advisory, and programming preferred.
- Print and digital reference sources desired.

#### **Skills**

- Excellent organizational, interpersonal, and decision-making skills.
- Excellent communication skills (written and public speaking).
- Proven teamwork skills desired.
- Commitment to serving a diverse community.

- Mastery of complex, detailed routines.
- Competency in using computers, office applications, and library-related software.
- Dependability, trustworthiness, and honesty.

#### **Ability to**

- Establish and maintain effective and productive working relationships with co-workers and the public.
- Plan, organize, perform, assume responsibility for, and evaluate work assignments with initiative and judgment, independently or with minimal supervision.
- Quickly develop an effective working knowledge of the Library's automation system, calendaring system, and relevant staff-side resources.
- Complete work with speed and accuracy and handle frequent, sudden task changes effectively.
- Demonstrate a strong commitment to excellent public service; work with others in a consistently approachable, cooperative, enthusiastic, and effective manner despite numerous competing requests.
- Work independently or as part of a team as needed.
- Prepare clear and concise correspondence, procedures, and written materials.
- Interpret, apply, and explain applicable laws, regulations, and policies.
- Perceive unit as part of the Library as a whole.
- Work a flexible schedule and additional hours beyond those regularly scheduled as necessary to meet the Library's needs.

#### **CONTACTS: INTERNAL/EXTERNAL**

- Daily contact with patrons and staff.
- Occasional contact with vendors.
- Occasional contact with the media.

#### **SUPPLEMENTAL INFORMATION**

##### **Working Environment:**

*The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The work will occur primarily at The Urbana Free Library or in the city of Urbana.
- Works in close association with others.

- Regularly, staff perform outreach at off-site locations.
- Work is subject to deadlines and frequent interruptions.
- Visits by and to vendors as needed.
- Typical work schedule could include any hours that the Library is open in addition to time before and afterwards, with flexibility depending on the needs of the department.

**Physical Requirements:** *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be met to enable individuals with disabilities to perform essential functions.*

**Physical Strength and Agility:** Physical strength and agility sufficient to lift and maneuver up to 25 pounds. Ability to climb ladders, reach with hands and arms, crouch, or crawl. While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is required to use hands to touch, handle, feel, or operate objects, tools, or controls.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text.

**Hearing:** Hear in the normal audio range with or without correction.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**The Urbana Free Library is an Equal Opportunity Employer.**

Last updated: April 2023