

JOB DESCRIPTION

PROGRAMMING CLERK

The Programming Clerk is responsible for working closely with the director to develop, market, and implement programming for the library, with an emphasis tweens, teens, and adults. They will also perform the duties of a library clerk as needed to ensure the smooth daily operation of the library on days when he/she is scheduled to work. Clerk duties include, but are not limited to, providing friendly and accurate service at the circulation desk, telephone usage, answering reference questions, and assisting with questions about the Library's public access computers.

DIRECT SUPERVISOR
Library Director

DUTIES AND RESPONSIBILITIES

A Programming Clerk will:

- Plan, implement, and supervise programs for all age groups and for specialized community groups with an emphasis on tweens, teens, and adults.
- Keep staff informed of all activities and programs
- Maintain regularly scheduled programming that meets a variety of interest needs yet meet the tight demands of the library budget.
- Assist with finding, writing, and reporting grants for outside funding
- Stay abreast of current library programming trends and be excited to introduce them to patrons
- Provide budget input to Director in regards for programming costs.
- Perform daily circulation desk duties as needed, including:
 - Providing prompt, courteous and friendly service to all library visitors, whether in person, by telephone, or other methods of communication.
 - Registering new patrons
 - Checking materials in and out
 - Processing new library materials
 - Withdrawing library materials upon Director's approval
 - Maintaining overdue records
 - Maintaining reserve lists
 - Assisting visitors with genealogy records
 - Collecting money, making change, and accurate recording of receipts
 - Shelving library materials
 - Preparing Inter-Library Loan (ILL) requests
 - Answering questions about public access computers, maintaining records of usages, and notifying the Director about problems with equipment or patron violations of usage policy
 - Answer reference questions, including directing questions to other staff members or agencies as needed
 - Assist with basic copy cataloging as time allows

In addition, the Programming Clerk is required to:

- Perform opening and closing procedures for the library
- Take appropriate action, as necessary in event of emergency conditions, (i.e. call 911, direct patrons/staff to storm shelter, etc.)
- Upholding library policies
- Supervise library volunteers and community service workers
- Perform all other task as assigned by Library Director.

KNOWLEDGE

- High School Diploma or a General Education Diploma (GED) certificate is required, some college is preferred.
- Hold designation of Indiana Library Professional LC-6 license or qualify for waivers.
- Must possess functioning knowledge of basic Windows software
- Must be knowledgeable of Library resources and services

SKILLS

- Must be able to work independently as the sole staff member on duty
- Knowledge of current trends in STEM and/or technology is desired
- Able to instruct and clearly express details of projects
- Highly motivated and self-directed
- Creative and resourceful
- Ability to balance multiple priorities and meet deadlines
- Committed to professional development including webinars and potential off-site training
- Must be willing to work flexible shifts as needed
- Must be able to communicate clearly both verbally and in writing with all age groups
- **Must like dealing with teens and tweens**
- Must be positive in attitude and energetic in promoting the Library and its programs and services
- Must present a positive professional appearance
- Must possess strong analytical and organizational skills
- Must be patient, tactful and friendly when interacting with staff and patrons
- Must possess a valid driver's license and have dependable transportation for outreach services.
- Must be able to perform under stress and adapt to change.
- Must be willing to be a team player and assist other employees when time permits.

ABILITIES

Floor to waist lifting (approx 20 pounds)	Occasionally
Above the waist lifting (approx 20 pounds)	Occasionally
Carrying items with one hand	Occasionally
Carrying items with two hands	Never
Push	Occasionally
Pull	Never
Sit	Occasionally
Stand	Constantly
Forward Bending-Standing	Frequently
Forward Bending-Sitting	Occasionally
Kneel/Squat (choice of)	Occasionally
Stair Climbing	Never
Walk	Constantly
Crawl	Occasionally
Ladder/Footstool Climbing	Occasionally
Trunk Rotation-Standing	Occasionally
Trunk Rotation-Sitting	Occasionally
Reach - Above Shoulder	Occasionally
Reach- Shoulder or Below	Constantly
Handling (i.e. DVDs, stampers, pens, money/change, etc.)	Constantly
Fingering (handling small items)	Constantly
Forceful gripping/pinching	Never
Visual acuity to read cards, labels and other items with various type sets	Constantly
Hearing acuity to answer phone and patron verbal requests	Constantly

The Dictionary of Occupational Titles (D.O.T.) defines Occasionally as 1-33% of the day, Frequently 34-66% of the day, and Constantly as 67-100% of the day.

The Oakland City-Columbia Township Public Library defines Never as less than 1% of the day.