

Job Title:	Adult Programming Librarian	Classification:	Librarian
Department/Group:	Adult Services	Position #:	#528
Location:	Downtown Library	Position Type:	Full-time Exempt
Level/Salary Range:	\$39,333/yr. \$44,762/yr. – effective 1/1/2018	Date Posted:	October 4, 2017
HR Contact:	Leslie K. Ellsworth	Application Deadline:	Please submit application , resume and cover letter outlining three successful adult programs created by the applicant by October 18, 2017.
Benefits:	Holiday, Vacation and Sick leave; 2 Health Plans; Prescription Drug Coverage; Vision and Hearing, Dental; Flex Plan; Employee Assistance Program; Long Term Care; KPERS; Deferred Compensation Plan		
Schedule:	This position will work days, evenings, weekends as needed in support of programs and events including set up and clean up of meeting rooms and working with performers/presenters to ensure their requirements are provided for. Schedule subject to change in order to meet the needs of the department.		
Posting url:	http://www.olathelibrary.com/employment		
Fax or E-mail: 913-971-6839 or lellsworth@Olatheks.org	Mail: Leslie K. Ellsworth Human Resources/Olathe Public Library 201 E. Park St. Olathe, KS 66061		
Subject Line: Attention: HR Department/Adult Programming Librarian #528			
Job Description			
ROLE AND RESPONSIBILITIES			
Responsible for providing innovative adult programming. This position develops, coordinates, executes and evaluates programs for our adult customers as well as occasional intergenerational events.			
ESSENTIAL DUTIES			
<ol style="list-style-type: none"> 1. Provides reference, information and reader’s advisory services to library customers, using print and electronic resources requiring a high degree of knowledge and skill. 2. Knows and explains library services and resources in order to make necessary referrals between the Indian Creek and Downtown libraries. 3. Maintains effective, courteous working relationships with all library customers. 4. Works as a team member with other staff and volunteers. 5. Identifies, evaluates and implements appropriate service enhancements to continually improve effective and efficient delivery of services. 6. Assists in the establishment of library policies and procedures. 7. Provides tours, library instruction and outreach for community groups, organizations and schools. 8. Accepts responsibility as professional in charge of the building and service area when so designated. <ul style="list-style-type: none"> • Accepts responsibility for overseeing staff • Monitors library activities • Delegates responsibilities • Enforces library policies 			

- Secures the building
 - Ensures that library operations run smoothly
 - Acts as a liaison to security guard.
9. Responsible for selection, collection development and maintenance of library materials as assigned by the area supervisor or the library director.
 10. Performs computer functions that require a high degree of skill and specialization.
 11. Accepts responsibility for the development and delivery of library programming.
 12. Participates in library staff meetings and community and professional activities directly related to their area of responsibility.
 13. Demonstrates leadership and proactive attitude in library's strategic planning process.
 14. Remains current on advancements and changes in the field of library science related specifically to job duties, attending workshops and training sessions as needed.

INDIVIDUAL DUTIES

1. Create and implement a regular schedule of adult programs and events for each library location, averaging 30-45 programs per month:
 - Research, make contact and negotiate with potential program presenters and performers.
 - Lead several programs each month, including obtaining and preparing all necessary materials.
 - Maintain a host of ongoing programs while introducing new programs and special events that respond to customer and community demand.
 - Coordinate programs to work into library initiatives, departmental objectives, and community events.
 - Set up and clean up program space, assist presenter(s), and ensure that both the presenter and the customers have a pleasant experience.
 - Coordinate programs on a wide variety of topics, such as arts/crafts, STEM, current events, and beyond.
 - Collaborate with other staff members to generate program ideas and coordinate the development of those ideas.
2. Responsible for the DIY Makerspace located at the Downtown Library of the Olathe Public Library.
 - Provide upkeep and maintenance of DIY Makerspace equipment/supplies
 - Provide instruction and programming for staff and customers
 - Coordinate activities in the makerspace
 - Coordinate efforts with applicable departments and other staff
3. Develop observations and understanding of community needs in order to shape effective library services and programs. Cultivate new and existing partnerships with key community members and organizations.
4. Works closely with members of the Library Marketing Team to promote library events.
5. Promote interdepartmental communication and relationships by becoming an effective member of the program scheduling team.
6. Responsible for collecting, collating and organizing programming statistics for presentations, reports and evaluating program effectiveness.
7. Maintain adult programming budget, keeping a record of all expenditures, including contracts, check requests, tax documents and other receipts.
8. Responsible for seeking grants and other sources of funding for programming.
9. Participate in professional activities and conferences to keep abreast of trends, practices, and continued growth and development in services and programs for teens, adults, seniors, and those with special needs.
10. Participate in the on-call rotation at the Information Desk.
11. Duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

MLS from an ALA accredited institution. Previous experience with emerging technology a must. Has the ability to inspire imaginations and create a gathering place for the community.

Demonstrates proficiency in using Windows Operating System, Microsoft Office and Internet searching. AED/CPR certification or willing to obtain certification.

PHYSICAL REQUIREMENTS

Work involves bending, reaching, lifting up to 40 lbs., pushing and maneuvering book carts filled with library materials, walking and other limited physical activities; operation of computer and office equipment is required. Regular contact is made with employee, volunteers and the general public.

PREFERRED SKILLS

Up to 3 years experience of serving in a Librarian role that included developing, implementing, coordinating and promoting library programs and services.

ADDITIONAL NOTES

The successful candidate will have developed skills in the areas of oral and written communication, organization and use of information technologies. Able to speak publicly with enthusiasm and friendliness, and effectively present in a variety of settings. (i.e.: one-on-one, group, peer, etc.) Able to effectively communicate with and work with all age groups. Demonstrates a “whatever-it-takes” work ethic. Ability to work independently, make decisions and exercise professional judgment. Able to work in a team environment and to handle multiple tasks in a fast paced public service setting. Demonstrates enthusiasm and curiosity about the changing world of public libraries. Customer focused and forward thinking.

SUPERVISION:

Adult Services Manager

Last Updated By:	Leslie K. Ellsworth	Date/Time:	10/4/2017
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