

**Position Description**

Position Title: Adult & Teen Services Programming Coordinator

Supervisor(s): Director

**Position Summary:**

The Adult & Teen Services Programming Coordinator is responsible for the supervision and organization of all system adult and teen services, programming functions, and activities, as well as the promotion of those activities. This position also assists in the planning and implementation of branch specific programming for adult and teen patrons.

**Key Responsibilities:**

* Manages the operation of all Adult & Teen Services functions system-wide in consultation with CLPL Branch Managers and the Director;
* Oversees and assists with the development and implementation of system programs and outreach efforts;
* Promotes the library, adult services, teen services, programming, and the love of reading through all relevant media and social media channels. Coordinates and assists with the promotional activities of all library branches;
* Plans and conducts both in-house and outreach programming system-wide at the request of and in consultation with branch librarians;
* Plans, coordinates, and conducts Summer Programming system-wide for adult and teen patrons;
* Plans, coordinates, and conducts a year-round schedule of adult and teen programming and activities which educate patrons and encourage library use at all branch locations;
* Provides outreach programming in the Columbus-Lowndes Public Library System’s service area on a regular basis throughout the year;
* Works in conjunction with the local schools (5th – 12th), community colleges, and universities to support student education efforts;
* Instructs adults and teens in the use of the library and its resources, answers questions and conducts basic research;
* Maintains the adult non-fiction area at the main library, including daily shelving, straightening, and general tidying up of the area;
* Maintains public records pertaining to local environmental information;
* Orders and maintains Federal and State Tax forms;
* Recruits eligible volunteers and maintains volunteer records;
* Travels throughout the system to conduct programming;
* Seeks out, develops and completes relevant grant applications and proposals;
* Assists with material selection, collection development, and branch weeding as needed;
* Completes and maintains job-related reports as requested or required by the Director;
* Works at the main circulation desk as needed, and performs related duties as required;
* Travels to and attends professional meetings as requested;
* Maintains knowledge of standard library and adult services principles and practices through the attendance of workshops, conferences, and other training opportunities, as well as reading current literature;
* Works flextime as needed or required by the Director;
* Performs other duties as necessary, or as assigned by the Director;
* This list of duties and responsibilities is not all inclusive and other duties and responsibilities may arise.

**Core Competencies:**

* Work Ethic: Is productive, diligent, conscientious, timely, and loyal. Conscientiously abides by rules, regulations, policies and procedures.
* Integrity: Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.
* Service Orientation: Demonstrates a commitment to quality public service through statements and actions. Seeks to understand and meet and/or exceed the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances.
* Self-Management Skills: Effectively manages emotions and maintains a positive attitude. Works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Adheres to high ethical standards. Avoids conflicts of interest. Continuously evaluates and adapts; copes effectively with change.
* Accountability: Accepts responsibility for actions and results. Focuses on quality and expends the necessary time and effort to achieve goals. Has knowledge of how to perform one’s job. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes.
* Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.
* Professional Maturity: Takes initiative to accomplish goals. Manages conflicts and defuses situations.
* Library Advocacy: Effectively communicates the importance of library services.
* Communication Skills: Receives, attends to, interprets, and responds to verbal and written messages and expresses information to individuals or groups effectively.
* Results Oriented: Plans effectively to achieve or exceed goals, sets and meets deadlines.
* Workflow and Resource Management: Demonstrates ability to plan, prioritize, and organize.
* Technical Proficiency: Reads, comprehends, and correctly applies all rules, regulations, and policies applicable to work assignments. Performs work with a minimum amount of supervision.
* Problem Solving/Decision Making: Identifies, analyzes, and solves problems. Has the ability and willingness to cooperate with other employees in identifying and solving problems in order to effectively and efficiently complete assigned tasks.
* Leadership: Provides leadership in a manner which motivates and exhibits a determination to accomplish goals. Clearly and comfortably delegates work.

**Minimum Qualifications:**

* A Bachelor’s Degree with a minimum of two years public service experience.
* A Master's degree from an ALA accredited program in Library Science is preferred.
* Relevant prior educational and work experience are equalizing factors that will be considered;
* Excellent supervisory, technical, written and oral communication skills;
* Thorough and demonstrable knowledge, skill, and passion for working with patrons of all ages;
* Valid Mississippi Driver’s License.

**Compensation and Benefits:**

Compensation commensurate with education and experience. Benefits include State of Mississippi Blue Cross & Blue Shield Health Insurance, Life Insurance, participation in the Public Employees Retirement System (PERS), Personal Leave, Medical Leave, and paid Holidays.

**Working Conditions:**

A full-time, 37.5 hour per week job. Regular working hours are 8:30am – 5:30pm (normal week) and 10:00am – 7:00pm (late week). A Saturday rotation, as well as a late week, is required. Employee will be required to work with minimal supervision. Tasks may often require standing or sitting for long periods of time. Employee may frequently exert force equivalent to lifting 20 pounds and/or occasionally exert force equivalent to lifting approximately 35 pounds. Though many duties will be performed in an office environment, employee may occasionally encounter environment that is dusty and/or dirty with a lack of environmental control. Must have the physical ability to climb a step stool and rolling ladder, move a book truck, reach with hands and arms, stoop, kneel, crouch and bend. Employee will be required to work under stressful conditions, and in environments which present continuous interruptions and background noises. Employee will be required to respond appropriately to unexpected situations and scenarios.

**Disclaimer:**

The Columbus-Lowndes Public Library System reserves the right to modify job duties or job descriptions at any time. The above declarations are not intended to be an all-inclusive list of the duties, responsibilities, skills, or abilities of the job described, but are instead intended to describe the general nature of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

**Applying:**

Interested applicants must complete and submit an application along with a cover letter and resume. The application, cover letter, and resume must be emailed back to Erin Busbea at [ebusbea@lowndes.lib.ms.us](mailto:ebusbea@lowndes.lib.ms.us) or mailed to the following address:

Columbus-Lowndes Public Library System

Attn: Erin Busbea – Adult & Teen Services Programming Coordinator Position

314 7th Street North

Columbus, MS 39701