

PROGRAMMING LIBRARIAN

SUMMARY:

Under limited direction, oversees all aspects of public programming, exhibitions, and special events including planning, implementation and logistics, provides general customer service, works on projects as assigned to create interactive and educational experiences;; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are **not** in any hierarchical order)*

1. Oversees aspects of library programming, exhibits and special events.
2. Prepares community analysis and conducts surveys regarding current and future programming needs.
3. Works with other library staff on technology projects designed to organize online information to make it more accessible and useful to the public
4. Actively seeks and vets program presenters and exhibitions.
5. Designs and implements training programs for customers and staff.
6. Researches, writes and acquires grants to support library programming.
7. Develops partnerships with the community to provide programs and services.
8. Advises in the selection of materials, maintains collections under the supervision of the reference supervisor, reads professional literature and reviews as appropriate to correspond with current and future library programs.
9. Provides expertise in specific areas of librarianship such as business, technology, fiction, government documents, arts and culture, children's collection and interlibrary loan.
10. Stays current with developments in the field of library technology and information services -- with an emphasis on library programming.
11. Develops and manages public relations efforts, including working with local media outlets, producing fliers, press releases, posters and signage.
12. Oversees activities of other staff and volunteers as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of library programming, exhibits and events.
- Knowledge of library collections and their importance to targeted populations.
- Knowledge of general library practices and procedures.
- Knowledge of community interests, trends, and resources and ability to use this information to determine library programming needs.
- Knowledge of computer hardware, software and peripherals sufficient to perform job duties and assess potential technology instructors
- Skill in utilizing customer service techniques in responding to inquiries and complaints.
- Skill in utilizing computer databases to research, maintain, and update records and files.
- Skill in instructing the general public in the use of computers and other technical or audiovisual machines.
- Ability to utilize verbal and written communication in the development of administrative and technical reports and presentations, as well as public relation needs.
- Ability to develop and present programs to groups.
- Ability to conduct reference interviews and to use printed reference materials and the Internet for research.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to develop and conduct community analyses.

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- Ability to research, write and acquire program specific grants for libraries.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 25 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

MINIMUM QUALIFICATIONS: Master's in Library Science (MLS) from an ALA accredited program of study with two (2) years related experience in a field such as teaching, recreation, social work or book sales, or any equivalent combination of training and experience. A valid Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.

ALTERNATE REQUIREMENTS: \Bachelor's degree from an accredited college or university and the ability to complete the Master's in Library Science (MLS) within six (6) months from the date of employment and three (3) years related experience in a field such as teaching, recreation, social work or book sales.