

### **Assistant Librarian for Adult Program Activities**

Works to understand the interests and needs of the community and library patrons in an effort to plan and implement appropriate adult events and programs.

#### **Job Responsibilities**

Duties include but are not limited to:

- Reporting to the Library Director
- Plan, facilitate and work to grow all adult events including monthly craft night
- Plan and facilitate adult summer and winter reading programs
- Plan passive programming for adults
- Develop and maintain the library's adult nonfiction area
- Represent the library at community events as needed
- Works with Assistant Librarian for Public Relations and Library Director on adult book displays and front display case
- Works with Assistant Librarian for Public Relations and Library Director to properly promote all adult events and activities
- Works at circulation desk and completes daily staff duties which include but are not limited to packing and unpacking cargo, assisting patrons, shelving materials, answering the phone, maintaining tidiness of the library, straightening, and reading shelves
- Other duties assigned by Library Director

#### **Job Requirements**

- Ability to professionally represent the library to the public
- Ability to maintain a professional working relationship with coworkers
- Availability to work all library shifts including evenings and Saturdays
- Understanding of computers and common office equipment
- Knowledge and understanding of library policies, services, and programs
- Strong communication skills, interpersonal skills and organizational skills
- Physical agility and strength to bend, reach, lift and carry up to 25 lbs.