

Job Description

Title: Adult Programs Coordinator, Library Assistant II-IV

Reports to: Library Director

Effective Date: 2025

General Position Summary:

Provides specialized library services for adults. Works with the Library Director and Branch Managers to plan and coordinate library programming and outreach activities for adults. Reports to Library Director to assure that activities meet department and Library standards and objectives. Serves as an advocate for library services for adults. Works with other agencies and organizations related to this service population.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Develops a schedule of library programs of interest to adults, sometimes coordinating with presenters and/or organizations to facilitate successful delivery of these programs. Must enjoy hands-on crafting since that is a popular type of program for adult patrons.
2. Responsible for adult program promotion, preparing promotional materials and/or communicating program details to appropriate media sources and the Library's Social Media Manager.
3. Creates or adapts existing digital flyers for indoor monitors and outdoor digital sign.
4. Plans programs for headquarters branch but may also coordinate duplicate programs for other library branches.
5. Sets up the program space as needed prior to a planned program. May be required to attend some events.
6. Responsible for monitoring online meeting room reservations and setting up meeting room tables and chair at headquarters library per reservation requests.
7. Assures that all programming is in compliance with Library policies, budget constraints, and procedures.
8. Performs patron outreach activities at events and to other organizations associated with adult services.
9. Drives a library van for visits to library branches.
10. Performs administrative record keeping and reporting as assigned.
11. Attends workshop and training events related to library programming.
12. Assists with Teen Circulation duties, as needed, including coverage of a regularly assigned desk shift.

Secondary Duties:

Performs other related duties as assigned, including circulation duties.

Necessary Knowledge and Abilities:

- Excellent communication, technology and customer service skills are required.
- Must be able to work well with adults, and cooperatively with staff and public.
- Experience with adult programming and familiarity with adult literature and popular media is desirable.
- Develop and maintain positive relationships with staff and patrons.

Necessary Skills:

- Communicate effectively with a diverse population, using discretion in contact with library customers and staff.
- Operating effectively as a member of a team in performing daily duties, developing programs and dealing with problem situations.
- Manage several projects at once and adapt to changing needs.
- Maintaining a calm demeanor under circumstances that at times may be unsettling.
- The use of computer hardware, software, and the Internet.

Education and Experience:

- High school diploma
- Evidence of training, experience, or study in a relevant functional area.

.Physical Demands:

The position requires continuous standing, kneeling, keyboarding, talking, reaching, bending, hearing, stooping, kneeling or crawling, and the repetitive motions of hands/wrists. Close, distance and peripheral vision are required as is depth perception and the ability to adjust focus. Lifting, pulling and carrying up to 30 pounds is required by the position.

Work Environment:

Work is performed in a library environment. May work varied hours, includes some evenings and weekends. Must be able to work in an indoor and outdoor environment. Some lifting, constant standing, and extensive close work (eye strain from working with a computer) are required. Must be able to drive a library van.

Special Requirements:

Possession of a valid Arkansas driver's license with no restrictions other than corrective lens. Possession of a clear driving record, with no accidents or violations in the last three years.

Approval: _____
Employee

Approval: _____
Library Director