

HEWITT TEXAS

Job Title: Library Specialist (Program Planner)

Department: Library

Location: Hewitt Public Library

Reports to: Library Director

Date: 3/19/2018

Grade: 12	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Job Summary: Under the general supervision of the Library Director, the Program Planner will be responsible for all activities dealing with the summer programs and teen related events. Will also assist with circulation, public computers, cataloging, and technical services.

Essential Functions: Oversee programs for the library. Coordinate the Summer Reading Program including planning, preparing, and conducting programs for all ages. Create graphic flyers and promotional materials for the library. Assist the Library Director in developing outreach events and partnerships with outside groups, organizations, agencies, and individuals.

Perform clerical duties to include operating the circulation desk, charging and discharging library materials in accordance with established library policies and procedures, performing opening and closing procedures, carrying and shelving books, collecting fines and fees, entering new patron information into the computer and issuing library cards, unpacking shipments of new books, and entering book information into the computer. Must collect weekly museum passes around area.

Develop teen collection by evaluating and ordering new materials as necessary. Oversee weekly programs for tween and teen age groups during school year. Report to the Library Director on a consistent basis concerning status and needs of the tween and teen department. Responsible for promoting all library programs and program registration. Help coordinate library activities. Monitor the behavior and conduct of library patrons to ensure an atmosphere conducive to use of library facilities for all patrons.

Provide customer service by greeting and directing library patrons, answering the desk phone, assisting the public in selecting and locating library materials, assisting patrons

with internet usage, making copies for patrons; notifying patrons of book statuses, sending overdue notices, and assisting patrons with public access catalog training.

Perform other related duties as assigned. Regular and consistent attendance for the assigned work hours is essential. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Knowledge and keen interest in books and information; knowledge in young adult literature. Ability to plan, develop and organize activities; ability to communicate effectively and courteously with patrons; ability to operate moderately complex computer automated library system; ability to use emerging technology such as a 3D printer; knowledge of library circulation duties; knowledge of internet; knowledge of personal computers. Must be able to communicate effectively in English, both orally and in writing. Must be able to hear, comprehend and respond to library patrons both in person and in telephone conversations. Ability to count money and make change.

Required Education, Experience, and Qualifications: Bachelor's Degree or equivalent combination of education and experience. A valid Texas class C Driver's License.

Preferred Education, Experience, and Qualifications: Master of Library Science degree from an ALA accredited college or university.

Physical Requirements:

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Must be able to push loaded book cart weighing approximately 300 pounds on level floor and up ramp. Sit and stand for extended periods of time. Frequent reaching, talking,

seeing, hearing, and manual dexterity. Occasional lifting and carrying up to 50 pounds. Must have visual ability to see computer screens. Requires mental alertness, focus, and attention to details.

Machines, Tools, and Equipment: Equipment utilized includes personal computer, copier, calculator, fax machine, cash register, personal digital assistant, other standard office equipment, and personal or department vehicles.

Expected Hours of Work: Varied hours to include evenings and weekends.

Work Conditions/Environmental Factors: The essential functions of this position are performed in an indoor office setting at the library, in a frequently dusty atmosphere with potential exposure to airborne pathogens. Occasional exposure to the outdoors for library programs and activities.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____