

JOB DESCRIPTION

Position Title: **Programming & Outreach Coordinator**
Department: Library
Appointing Authority: Library Director
Supervisor: Library Director or Designee
Salary Level: Grade 14
FLSA Status: Non-exempt
Date Approved: January 27, 2014 by Franklin Public Library Board of Trustees
2/18/2014 by City of Franklin Common Council

GENERAL PURPOSE OF POSITION:

Under supervision of the Library Director, the Programming & Outreach Coordinator provides a variety of specialized library services, including but not limited to program development and delivery, outreach and public relations activities.

HOURS OF POSITION:

Hours are scheduled with a work schedule which may vary from week to week. The number of hours scheduled is determined by the FTE approved for the position. This position may be scheduled to work normal business hours and any hours the Library is open for business or special events (i.e., weekdays, evenings, Saturdays and Sundays).

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

Essential Functions:

1. Develops and presents programs and services that target specific customer groups, including but not limited to: adults, teens, children and their parents/caregivers, and teachers.
2. Prepares press releases and promotional materials to promote community awareness and participation in these programs and services.
3. Plans, coordinates and participates in public relations and fundraising activities. Acts as Library liaison to civic groups; attends community events as representative of Library. Assists in the research of potential grant funding and preparation of grant applications.
4. Develops and maintains participant database(s).
5. Performs circulation desk procedures, including but not limited to checking in and out of materials, registering patrons and collecting fines.
6. Answers directional questions and refers patrons to appropriate personnel.
7. Helps maintain book stacks, to include reserves, over-dues, searching and shelf reading.

Occasional Functions as assigned by Library Director.

MINIMUM QUALIFICATIONS:

A Bachelor's degree in marketing, education, communications, etc., or a related field, and 1 year of demonstrated experience working with the public. In lieu of a Bachelor's degree, 3+ years of proven experience developing and conducting programs/workshops and experience with fundraising.

Valid Driver's License.

Business skills, including the ability to effectively multi-task and prioritize workload, work independently, and maintain strict confidentiality, are required. Proven ability to use office technology including email, data management software packages, and Microsoft Office.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to communicate effectively with the public, staff, and vendors, verbally and/or in writing.
2. Skill in the operation of the following tools and equipment: Library computer system, calculator, scanner, photocopier, fax machine, PC, cash register, and telephone.

SUPERVISION RECEIVED: Works under the supervision of the Library Director.

SUPERVISION EXERCISED: None.

RESPONSIBILITY FOR PUBLIC CONTACT:

Daily contact requiring courtesy, discretion, and sound judgment.

LICENSING & CERTIFICATION: None.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, walk and crawl.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a library environment. Noise level in the work environment is usually quiet to moderate. Flexible work hours, including evening and weekends.

Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I agree I have been given a copy of my current job description. I am aware that it is my responsibility to understand the duties expected of me. If I do not understand, I will discuss my duties with my supervisor.

Signature

Date