

**ALLEGAN DISTRICT LIBRARY
JOB DESCRIPTION**

Position:	Adult Programming and Marketing Coordinator
Full Time/Benefits:	40 hours per week
Salary Range:	\$17.00-23.50
Supervised By:	Library Director
Supervises:	Adult Volunteers

Position Summary:

Under the supervision of the Library Director, plans, organizes, and conducts library programming for adults from age 18+. Plans, organizes, and conducts outreach activities for community members of all ages, working closely with the Youth Services Librarian for youth outreach. Works with the Library Director and Assistant Director to lead the library's marketing, outreach, and promotional efforts.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Ensure an exemplary library experience by greeting, assisting, instructing and promoting library services in a positive and pleasant manner.
- Select, plan, organize and supervise a diverse offering of programs for adults in order to encourage literacy, learning, community connection, and enjoyment.
- Set up and clean-up program space, assist presenter(s), and ensure that both the presenter and members have a pleasant experience.
- Coordinate the promotion and marketing of all library programs.
- Coordinate the planning and implementation of outreach, and other activities for adults.
- Produce marketing materials including web content, print brochures and materials, the library newsletter, emails, print/digital signage, event calendars, multi-media material, yearly reports, etc., to promote library services to the community.
- Work closely with the Youth Services Librarian to promote and produce marketing to community youth.
- Work with Youth Services Librarian as second person when required for offsite and after-hours programs and events.
- Work with Member Services Associate II and III to prepare displays, booklists, and other suitable materials to support program topics.
- Evaluate and maintain program records; may prepare related statistical and informational reports.
- Assist at circulation desk. Check materials in and out, register members and perform other general tasks pertaining to member service.
- Assist members with material selection, internet, electronic databases and other library

resources while working at the circulation desk.

- Encourage, establish and maintain effective working relationships with the Library Director coworkers, volunteers, other community agencies and the public.
- Collaborates with and represents the library within the community, with local area adult-oriented organizations, on adult services committees, and serves as a liaison to community agencies serving adults.
- Keeps abreast of modern developments in library programming and adult services through research, continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
- Coordinate adult volunteers working on library projects or performing community service duty.
- Perform related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

Requirements include the following:

- Relevant Bachelor's Degree.
- Two years of experience in adult services, working with adults of various ages.
- Ability to communicate professionally and effectively orally and in writing.
- Passion for providing an exemplary library experience to members and visitors.
- Demonstrate a history of creative and innovative thinking.
- Excellent interpersonal skills with the ability to make connections and establish positive working relationships with employees, professional contacts, co-workers and the public.
- Ability to organize and plan programs and events that reflect current trends and meet the needs of the community.
- Ability to adapt to changes in technology, member expectations and community needs.
- Ability to use good judgment, initiative and resourcefulness.
- Ability to use basic office equipment, audio-visual equipment, and various computer software programs, including word processing, spreadsheets, databases, and the Internet.
- Ability to create and follow a budget, compile and maintain records, and present information.
- Ability to work under stress, frequent interruptions, and changes in work priorities.
- Ability to work a varied schedule including nights and weekends.

Additional Desired Knowledge, Skills, Abilities, and Qualifications:

- Previous experience in a library or educational setting.

Physical Demands and Work Environment:

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

- Visual acuity necessary to view a computer screen and written materials.
- Hearing ability to answer telephone and patron inquiries.
- Manual dexterity, visual acuity and sufficient computer skills to effectively access information on the computer
- Ability to access and retrieve books, periodicals and other materials that vary in weight, size and shape and may be located at heights ranging from floor level to over-head level.
- Ability to lift and/or move items up to 25 lbs.
- Ability to stand, walk, bend, kneel, crawl, reach, climb, balance and sit.
- Ability to stand for extended periods at a busy service desk with a moderate noise level.
- Ability to work nights and weekends.

Allegan District Library (ADL) is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristics that are protected by state or federal law. If requested in advance, and in compliance with the Americans with Disabilities Act, ADL will provide reasonable accommodations to applicants in need of accommodations, so as to permit access to the application, interviewing, and selection process.