



**Niles Public
Library District**

Job Description

Job Title: Librarian—Program Coordinator
Department: Adult Fiction and Audiovisual Services
Reports To: Adult Fiction and Audiovisual Services Supervisor
Classification: Grade 4
Status: Non-exempt

JOB SUMMARY

Under the direction and supervision of the Adult Fiction and Audiovisual Services Supervisor, the Program Coordinator performs professional library work. The work includes providing Advisory and Reference services in the Adult Fiction and Audiovisual Services Department. Oversees the complete schedule of programs offered through the Fiction and Audiovisual Services Department excluding book discussions.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
5. Assists staff and patrons with Fiction and Audiovisual Services Department needs, including Readers', Listeners', and Viewers' Advisory service to patrons.
6. Effectively markets the collections and services of the Fiction and Audiovisual Department.
7. Accurately records statistics.
8. Oversees all Adult Fiction and Audiovisual Department programming except for in-house book discussions.
9. Demonstrates a patron-centered attitude.
10. Available to work a flexible schedule that includes evenings and weekends.
11. Attends staff meetings, conferences, and educational opportunities as appropriate to the position and within the budget.

B. Secondary Functions

1. Performs other duties as assigned by the Adult Fiction and Audiovisual_Services Supervisor.
2. Assists in seeking out, writing, and implementing grants.
3. May represent the Library at community organizations and events.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form. Has excellent organizational and reporting skills.
4. Ability to demonstrate basic computer skills using Microsoft Office products.
5. Ability to be flexible and adaptable to new situations.
6. Ability to read books, watch movies, and listen to music in a wide variety of genres.
7. Ability to use reference sources and personal knowledge to discuss and recommend library materials to staff and patrons.
8. Ability to troubleshoot.
9. Ability to track spending and stay within a pre-determined budget.
10. Ability to comfortably speak in front of an audience.
11. Ability to represent the Library in a professional manner.

PHYSICAL DEMANDS

1. Work includes prolonged sitting as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctible vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds.
3. Must park in designated areas.
4. Reasonable accommodation to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. Master's Degree in Library Science from an ALA-accredited institution.
2. Ability to work in a public service environment.
3. Knowledge of popular fiction authors, musical artists, and film actors.
4. Any combination of education, experience, or training that satisfies the requirements of the position.

ADDITIONAL REQUIREMENTS

1. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the Library or employee and such termination can be made with or without notice.