

**Pope County Library System****Job Description**

<b>Department:</b>	<i>Library System</i>
<b>Job Title:</b>	<i>Programming Clerk</i>
<b>Reports To:</b>	<i>Branch Manager and/or Department Supervisor</i>

**Job Purpose**

To provide inclusive programming for library patrons and the citizens of Pope County.

**Duties and Responsibilities****I. Duties of Programming Clerks in All Areas:**

- A. Interacts with people of varying personalities, incomes, ages and in a variety of situations.
- B. Assists patrons in locating appropriate library materials.
- C. Provides patrons with information about library programs and services and directs them to other personnel as needed.
- D. Creates engaging and informative library programming.
- E. Attends Outreach events in their community as needed.
- F. Assists their department head or supervisor in collection development by providing material recommendations.
- G. Stays up to date on library programming trends and technology.
- H. Uses library automated circulation system to circulate materials to library users.
- I. Shelves library materials.
- J. Assists in other areas of the library providing support when workloads dictate.
- K. Maintains good relations with public and staff.
- L. Attends training, workshops, webinars etc.
- M. Other duties as assigned.

## **II. Bookmobile Programming Clerk Duties:**

- A. Assists Bookmobile Librarian with all programming and accompanies Bookmobile Librarian at all stops.
- B. Prepares materials for stops.
- C. Creates quality story time programming for daycares and preschools.
- D. Assists in the creation of marketing flyers and social media posts to promote bookmobile services.
- E. Maintains reading history for active Bookmobile patrons while adhering to all patron privacy laws.
- F. Assists with Outreach and Homeschool programming as needed.
- G. Reports to Bookmobile Librarian and Outreach Services Librarian.

## **III. Outreach Services Programming Clerk Duties:**

- A. Plans and implements homeschool programming.
- B. Assists on Bookmobile as needed.
- C. Assists in the creation of promotional materials for Outreach Services.
- D. Maintains Homeschool Resource Room in Library Administration Building.
- E. Develops and maintains effective relationships with local schools, community groups, agencies, and non-profits; develops and maintains an effective relationship with all programming staff.
- F. Strives to provide equitable delivery of library services to all people through the development of programs, policies, practices, and behaviors which make the library available to all people.
- G. Reports to Outreach Services Librarian.

## **IV. Children's Services Programming Clerk Duties:**

- A. Plans and implements inclusive children's programming.
- B. Creates quality story time content for daycares and schools.
- C. Assists supervisor with all youth programming.
- D. Assists with collection development by providing material recommendations to department supervisor.
- E. Develops and maintains effective relationships with local schools to plan and deliver programs that meet local teen needs and interests.
- F. Reports to Children's Librarian and Branch Manager.
- G. At Branch locations, the Children's Services Clerk will work closely with and report to the manager in charge of programming.

**V. Hispanic Services Programming Clerk Duties:**

- A. Plans and implements inclusive programming designed to engage our Spanish speaking community.
- B. Assists Children's department as needed.
- C. Assists with Outreach for all departments with special emphasis on engaging Spanish speaking patrons and families.
- D. Assists with development of the Spanish collection by providing material recommendations to Branch Manager
- E. Provides reader's advisory services and instruction to library users in both Spanish and English; Provides library informational, reference and referral services in both Spanish and English; Interprets for Spanish-speaking patrons working with library staff.
- F. Develops and maintains effective relationships with community groups, agencies and non-profits that target Spanish speakers; works with such organizations in the development and presentation of library programs and services.
- G. Reports to Assistant Branch Manager and Branch Manager.
- H. Speaks and writes fluently in both Spanish and English languages.

**VI. Teen Services Programming Clerk Duties:**

- A. Assists YA Librarian in planning and implementation of teen programming.
- B. Assists YA Librarian with collection development by providing material recommendations.
- C. Develops and maintains effective relationships with schools and non-profits that target youth to plan and deliver programs that meet local teen needs and interests.
- D. Stays up to date on current reading trends to provide reader advisory services to all young adults.

**VI. Adult Services Programming Clerk Duties:**

- A. Assists YA Librarian in the planning and implementation of adult programming.
- B. Develops and implements adult programs to meet information, vocational, and training needs and increase awareness of library resources and services.
- C. Assists Hispanic Services Clerk in the planning, promotion, and implementation of inclusive programming.
- D. Evaluates programs and services and recommends changes or additions.
- E. Develops and maintains effective relationships with local organizations that deliver programs that meet local needs and interests.

- F. Stays up to date on current reading trends to provide reader advisory services to all adults.

### **Qualifications**

High School Diploma or G.E.D. equivalency.

### **Working conditions**

A busy, vibrant library whose patrons represent a socially, culturally, and economically diverse community. Duties are performed both indoors in an office environment and outside. Hazards are considered minor and controllable but may include exposure to human error. Must have a heart for serving the public.

### **Physical requirements**

Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Weights up to 50 pounds are encountered. Vision requirements include close vision and ability to adjust focus. Must be able to read and follow verbal instructions. The noise level is usually moderate.

### **Direct reports**

Volunteers

<b>Approved By:</b>	<i>Pope County Library Board</i>
<b>Date approved:</b>	3.4.23
<b>Reviewed &amp;/or Revised:</b>	5.15.24