

## **JOB DESCRIPTION**

**Title:** Programming Specialist **Department:** Library

**Grade:** 110 **FLSA:** Non-Exempt

### **POSITION SUMMARY:**

The Programming Specialist performs work that involves the provision of library services to the youth population through programming, reference services, and collection development. This is accomplished by assisting in managing daily operations of the library, developing and implementing goals, objectives, policies, procedures and work standards for the library.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Delivers high quality library programs and services to library patrons.
- Plans, develops, coordinates, and delivers library programming for youth.
- Responds to program requests from local schools and community groups; prepares and presents related programming.
- Creates or adapts programming materials.
- Provides assistance to the Youth Services Librarian regarding the development of library collections for children and teens.
- Staffs service points as assigned.
- Manages the activity of the Youth Services Department in absence of the Youth Services Librarian.
- Shelves and performs other collection maintenance and housekeeping duties required to maintain order in the Children's Library and Teen Area.
- Assists youth and their families in locating materials.
- Provides individual instruction in the use of library resources.
- Assists the Youth Services Librarian in training and overseeing the work of volunteers assigned to the Youth Services Department.
- Attends meetings and workshops as required.
- Performs other duties as assigned.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- High School Diploma or GED. Associate's or Bachelor's Degree preferred.
- One (1) year of library or preschool programming work experience

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the characteristics and needs of youth and their parents and caregivers
- Knowledge of the principles of library programming relative to youth
- Knowledge of public library operations and services
- Knowledge of youth library materials, tools, and organization
- Skilled in the use small office equipment, including copy machines or multi-line telephone systems
- Skilled in using computers for word processing and/or accounting purposes
- Skilled in planning, developing, and presenting youth library programs for small and large groups of people
- Skilled in creating and producing high quality, creative informational materials, resources, and displays
- Skilled in interviewing the public to determine information needs and answering reference inquiries
- Ability to read, interpret, and effectively communicate library policies to the public
- Ability to effectively listen to and communicate with target audience in age appropriate manner
- Ability to effectively listen to and communicate with library patrons to determine their needs
- Ability to read and perform in front of small and large audiences of people
- Ability to learn basic library organization, terminology, materials and software
- Ability to use or repair small/light equipment, such as power tools
- Ability to speak before groups of people with poise, voice control and confidence
- Ability to maintain a professional demeanor and an orientation towards customer service
- Ability to organize, and communicate effectively
- Ability to maintain constructive and cooperative working relationships with others
- Ability to cooperate with fellow employees as a team member

## **CERTIFICATIONS AND LICENSES REQUIRED**

- Requires a valid Class “C” Driver’s License.

**PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	X
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.	X	Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.	X	Standing – for sustained periods of time.	X
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.	X	Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 - color, depth perception, field of vision.	X
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	X
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.	X	Walking - on foot to accomplish tasks, long distances, or site to site.	X

**WORK ENVIRONMENT**

Work performed is primarily:

- Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

*The City of Schertz does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services. By signing this document, you verify that you have read and understand the duties and responsibilities enumerated herein.*

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Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date