

**PROGRAMMING AND COMMUNITY
SERVICES SUPERVISOR**



Reports To and Supervised By: Library Director

General Description

Responsible for the planning, scheduling, and hosting of programs and special events that encourage use of the library in an effort to create lifelong users; developing coordinated programming targeted at partnering with community organizations.

Teams: Programming Team Leader
Public Services Team Member
Management Team Member

Primary Responsibilities

- Performs core values to standards set by library (which include Teamwork, Accountability, Work Ethic, Professionalism, and Customer Service).
- Helps maintain an environment in the department and venues that provides for the enjoyable and convenient use of library resources.
- Stimulates library use for all age groups, through the development of programs and events targeted at a variety of multi-generational groups.
- Researches, initiates, and develops new, innovative, and targeted programming for adults and families, for both system-wide and community based activities.
- Develops, implements, supports, enforces, and interprets library policies and procedures.
- Selects, trains, supervises, and evaluates department staff.
- Establishes goals and objectives for departmental service in accordance with Boyd County Public Library policies and strategic plan.
- Prepares administrative reports and oversees budget for department.
- Communicates department goals, activities, and/or needs to administration, colleagues, and support staff.
- Establishes and maintains regular communication and develops cooperative programs with agencies, institutions, and organizations within the community.
- Establishes effective communication with vendors, organizations, and individuals.
- Coordinates staff involvement with programming and event development and delivery.
- Develops, oversees, and coordinates library volunteers.
- Responsible for upkeep, security, and safety of department and venues.
- Actively participates in committees, training, and other professional activities.
- Obtains and maintains Kentucky Department for Libraries and Archives state library certification at Paraprofessional level.
- Assists in other departments when required.
- Performs other duties as required.

Other Duties Include

- Seeking programming grants and ensuring compliance with grant requirements.
- Evaluating service delivery processes, considering alternatives, and recommending effective course of action.
- Providing basic equipment troubleshooting.
- Working with BCPL Friends to implement its programming needs.

Other Duties Include (continued)

- Implementing preparation for and hosting of events, such as setting up chairs, podium, audiovisual equipment, and refreshments; greeting guests and making introductions; and cleaning up after programs.
- Working with public relations to promote and market events.
- Running errands with personal vehicle.

Qualifications

- Possess practical judgment and have ability to make objective decisions in order to set priorities and work independently.
- Displays creative problem solving abilities.
- Ability to coordinate work across multiple library locations.
- Possess excellent organizational skills and be detail oriented to effectively plan, schedule, and organize work.
- Demonstrate energy, creativity, and enthusiasm toward planning and delivering activities.
- Ability to communicate tactfully and effectively in English (Spanish, sign-language, and other languages helpful): verbally and in writing, with staff and the public, and in person, by telephone, or through electronic medium.
- Ability to see and read instructions, documents, materials written in English in print or in electronic formats.
- Ability to perform light physical work and to frequently lift and carry 10 pounds.
- Possess hand/eye/foot coordination adequate to effectively use office equipment.
- Ability to work in variable environments such as areas that may have fluctuating temperatures and that can be dry, dusty, and/or musty.
- Requires physical ability to provide setup and cleanup for programs of all types, both indoor and outdoor.
- Possess skill in operating a variety of library office equipment (various computers, fax machine, security systems, and copiers)
- Proficiency with information management tools such as Windows applications, Microsoft Office, Internet Explorer, and integrated library systems (ILS) and ability to use with accuracy and reasonable speed.

Experience and Training

- *Required:* Two years of event planning experience and three years progressively more responsible professional experience, education, and training; some supervisory experience.
Preferred: Experience in library programming, three years of event planning experience, and two years of supervisory experience
- Knowledge of activities management and event planning required.
- Knowledge of volunteer coordinating desired.
- Knowledge of library procedures helpful.

Special Requirements

- Possess a valid driver's license.
- Must provide own transportation in the conduct of duties.
- Must be able to work a flexible schedule, including nights and weekends, including Sundays

Acknowledgment

I have read Core Values and this position description. I fully understand the requirements set forth therein. I hereby accept the position of Programming and Community Services Supervisor and agree to perform the identified functions in a manner and in accordance with Boyd County Public Library's established procedures and standards.

I understand that my employment is at-will, and thereby understand that my employment may be terminated either by the organization or myself, and that such termination can be made with or without notice.

[to be signed by successful candidate]

Employee's Signature

Date