



LAKE VILLA DISTRICT LIBRARY
Job Description

JOB TITLE	DEPARTMENT	PAY GRADE
Program Specialist/Librarian	Adult Services	8
CLASSIFICATION	SCHEDULE	REPORTS TO
Full-Time Exempt	37.5 hours per week including daytime, evening, and weekend hours	Head of Adult Services

POSITION SUMMARY

Under the supervision of the Head of Adult Services, the Program Specialist takes an evidence-based, strategic approach to shaping the direction of programming by developing and implementing creative, educational, and entertaining programs, events and exhibits for adults. This employee provides direct customer service support to the public by providing reference, readers advisory, catalog assistance and collection development and also serves as trainer for public and staff.

SPECIALIST RESPONSIBILITIES

- Guided by the library’s strategic plan, develop programming goals. Plan, implement, and evaluate efforts to achieve those goals.
- Coordinate all aspects of programming:
 - Manage logistics such as: scheduling; negotiating contracts and fees with outside presenters; submitting check requests, and ordering supplies.
 - Serve as program host, deliver introductory messages, and act as moderator.
- Provide leadership to staff in developing and delivering programs, events, exhibits and other experiences that engage, delight and educate patrons. To that end, coach staff on how to:
 - Deliver a quality programming experience.
 - Develop and implement in-house programs that showcase and promote library services and resources.
- Cultivate a team environment that encourages idea exchange, creative thinking and collaboration.
- Collaborate with the Head of Communications on program awareness efforts and any/all promotional materials and initiatives.
- Actively engage and interact with library patrons to foster a strong connection between the library and community.
- Assist with the preparation of an annual budget for programming, exhibits and events and administer the budget effectively.
- Evaluate and report on the impact of programming efforts.

ESSENTIAL RESPONSIBILITIES

- Provides accurate, friendly, and courteous service and assures a positive library experience.
- Assists patrons with information and readers advisory requests.
- Conducts reference interviews to ascertain patron information needs.
- Determines appropriate resources for responding to questions; assists patrons in locating and using such resources.
- Places local holds and initiates interlibrary loan transactions.
- Provides bibliographic, Internet and electronic resources instruction.
- Prepares pathfinders, bibliographies, book talks, and book reviews.
- Promotes and informs patrons of library electronic media, services, programs and resources.
- Assists patrons with computer needs and devices.
- Troubleshoots minor equipment problems (computers, printers, copiers, etc.).
- Develops, evaluates, and maintains collection in assigned area(s).
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends and participates in job-related meetings and continuing education opportunities; keeps informed of new developments and trends.
- Serves as “Person in Charge” when assigned.
- Interprets library policy in the absence of department supervisor.
- Assists in developing procedures and policies.
- Performs other duties as assigned.

KNOWLEDGE / SKILLS / ABILITIES

- Comfort with public interactions, in individual and group settings.
- Ability to effectively negotiate and work with vendors, contractors, etc. to obtain the most value for goods and services.
- Ability to identify creative and effective approaches to providing value for target audiences.
- Ability to lead and inspire colleagues, with a deep understanding of how to create a collaborative and supportive team environment.
- Ability to quickly master technologies, including online event registration systems and presentation equipment.
- Ability to gather, analyze, and interpret data and/or trends.
- Commitment and desire to provide excellent service to library patrons.
- Ability to deal courteously and diplomatically with the public.
- Excellent interpersonal skills to relate easily to individuals of various backgrounds.
- Strong interest in and knowledge of popular literature, genres, popular culture, reference, and other information resources.
- Knowledge of reference, readers advisory, and bibliographic instruction practices in public libraries.

Adult Services Program Specialist/Librarian

- Knowledge of library practices, policies, procedures and technology as they relate to services for adults.
- Ability to set priorities, make decisions, and exercise discretion with patrons and staff.
- Strong aptitude for managing details.
- Adapts well to changes in existing practices, library routines and workflows with patience, tact and professionalism.
- Technology proficiency and ability to adapt to technology needs and trends.
- Excellent communication skills both verbal and written.
- Ability to comprehend oral and written instructions.
- Ability to follow directions and to complete tasks.
- Ability to establish and maintain harmonious working relationships.
- Ability to use keyboard, computer, integrated office software and various electronic devices.
- Supports LVDL's mission and demonstrates a commitment to the library's strategic plan.

QUALIFICATIONS

- Bachelor's degree required.
- MLS/MLIS from an ALA accredited school preferred.
- Experience developing and implementing programs, events and/or exhibits, preferably in a library setting.
- Ability to work daytime, evening, and weekend hours.
- Access to transportation.

Physical Requirements: (Requests for reasonable accommodations to these requirements may be considered):

- Ability to see, walk, sit, talk, and hear.
- Ability to read, write, and communicate fluently in English.
- Frequently entering data on a keyboard and reading computer screens.
- Frequently standing/sitting at and using a computer.
- Ability to move from one area of the library to another area.
- Ability to bend, stoop, kneel, and stretch.
- Physical dexterity to reach shelves of various heights.
- Ability to lift and carry items up to 20 pounds.
- Ability to push items of 150 pounds or higher while utilizing a cart.
- Visual acuity sufficient to read various font sizes.