



**Job Title: Programming Assistant**  
**Status: Full or Part Time**  
**Schedule: Weekdays, some nights and weekends**  
**Reports to: Programming & Outreach Supervisor**  
**Position: Non-exempt**

### **POSITION SUMMARY**

Under the guidance of the library director, and direct supervision of the Programming & Outreach Supervisor, the Programming Assistant assists in implementing a variety of programs designed to educate, inform and entertain the community.

### **Responsibilities and Duties**

- Presents and assists in creating dynamic, informative, engaging public programming for diverse adult audiences.
- Presents and assists in the planning of programs that respond to the needs and interests of children, teens, and their caregivers.
- Collaborates with all library departments to enhance library services and implement library-wide projects.
- Routinely creates outstanding User Experiences which foster positive library connections.
- Develops and fosters collaborative partnerships that benefit the library and community.
- Establishes sound methodology for tracking program attendance, costs and other relevant metrics.
- Performs Circulation Desk functions utilizing library management system.
- Provides accurate and comprehensive information in response to customer requests.
- Remains current to the needs of library customers.
- Demonstrates a knowledge and appreciation of all types of library materials.
- Pursues continuing education opportunities.
- Continually updates knowledge of available resources and best practices.
- Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

- Displays a genuine enthusiasm for public service.
- Displays a genuine enthusiasm for working with various demographic groups.
- Actively promotes equity, diversity and inclusion through programming & collection development.
- Comprehends and adheres to library policies and procedures.
- Possesses exceptional verbal and written communication skills.
- Possesses exceptional computer and computer software abilities.
- Demonstrates exceptional time management skills.
- Demonstrates ability to plan, execute and evaluate programs.
- Demonstrates ability to take direction, work cooperatively and/or independently.

### **Qualifications**

Minimum: LTA or Associates Degree in related field and at least internship experience in marketing or programming, preferably in a public library setting.

Preferred: BA in Education, Marketing or Journalism with at least one year experience in marketing or programming, preferably in a public library setting.