

JEFFERSON COUNTY RURAL LIBRARY DISTRICT

JOB DESCRIPTION

CLASSIFICATION TITLE: LIBRARY ASSISTANT III – PROGRAMMING COORDINATOR

CLASSIFICATION SUMMARY: Coordinates and schedules public programs in collaboration with District staff and community partners; seeks grants and partnership opportunities; is responsible for Presenter Agreements, statistical reports, budget requests/recommendations, and evaluation data that is generated by public programs; reviews and verifies accuracy of District events calendar and web pages; provides direct public service at circulation and information desks; and serves as staff scheduling assistant to Public Services Manager. Work is performed under the general supervision of the Public Services Manager.

DISTINGUISHING CHARACTERISTICS: Library Assistant III incumbents are distinguished from Library Assistant II's in that they exercise greater independence and perform more complex duties requiring greater knowledge and experience in a functional area such as youth services, reference, marketing/digital communications, etc. A Library Assistant III may be assigned to supervise or coordinate with other staff on specific projects and may present or coordinate programs to promote the collection or services.

PRIMARY DUTIES AND RESPONSIBILITIES:

(The following are not intended to serve as a comprehensive list of all duties performed in this classification and are a representative summary of the primary duties and responsibilities. Incumbents may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

General Duties

- Assists in ensuring the delivery of high-quality library programs to the community.
- Builds and maintains responsive, effective relationships with internal and external customers.
- May provide customer service duties at LA-I or LA-II level.
- Seeks grants and community partnerships.
- Provides statistical reports, evaluation data, and budget suggestions when requested.
- Sets up and trains others to use technologies available in District meeting rooms.
- May supervise library operations in the absence of Supervisor/Librarian.
- Performs staff scheduling adjustments/assignments as assistant to Public Services Manager.
- Uses a variety of library software applications.
- Performs other duties as assigned or required.

KNOWLEDGE AND ABILITIES:

(Depending on the work assignment, some or all of the following may apply.)

Knowledge of:

- Public library adult programming practices and resources.
- Current consumer and presentation technologies, including digital screens, projectors, cameras, microphones, and webinar tools.
- Public speaking and presentation competencies.
- Library functions, methods, and organization.
- Policies and procedures related to library operations.

Ability to:

- Communicate and represent the mission, vision, and values of the organization.
- Prioritize and schedule work.
- Work independently with little or no direction.
- Establish and maintain effective working relationships with other staff, other libraries, community groups, library patrons, and the general public.
- Comply with all applicable Federal, State and Local laws, regulations, and ordinances as well as all District policies and procedures.
- Communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

Bachelor's degree and at least two (2) years of directly related experience OR a combination of education, training, and experience which would provide the required skills, knowledge, and ability to perform the job as determined by the District.

REQUIRED LICENSES OR CERTIFICATIONS:

Valid Washington State Driver's License

PHYSICAL DEMANDS:

Must be able to stand, sit or remain in a stationary position for extended periods of time; move about inside and around the library; organize and arrange resources inside and outside of the library; regularly operate computers and other library equipment including copiers and printers; and communicate clearly with library staff and patrons.

WORK ENVIRONMENT:

Work is generally performed inside in a library/office environment. Work is performed in varied schedules, including weekends and evenings. May have some exposure to angry or hostile patrons.

Approved 10/23/2024