

CLASS: Library Specialist. Full-time 36-38 hrs. per week.

ACCOUNTABLE TO: Library Director & Manager

WAGE RANGE: \$17.50 - \$20 per hour

SUMMARY OF WORK:

Instructs **children 0 to age 11** and **adults ages 19 and up**, through “exemplary programming” and markets the programs for maximum attendance. Prepare a robust Summer Reading Program (SRP).

JOB CHARACTERISTICS:

Nature of work: Plans and creates fun and educational participatory programs. This job requires independent judgment and discretion. Closes the library in the absence of other staff for after-hours adult programming 7pm-9pm. Provides early literacy and STEM related programs for ages 0-11 earlier in the day.

Personal Contacts: Frequent direct contact with children and adults; coordination with other staff.

Supervision Received: Minimal.

Supervision Exercised: May supervise volunteers. Vets and schedules outside presenters for special events following library policy in the *Program Presenter Policy* and the *Volunteer Program & Presenter Agreement*.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Prepares programs and activities and presents and teaches:
 - Weekly adult program
 - Adult maker-kit or craft event (once a month).
 - Book related programs such as author event, book discussions, etc.
 - The sky is the limit. Teach your favorite hobbies or get in some experts and teach the community something new about agriculture, gardening, current events, etc. (We are allowed 3 Humanities Montana programs a year.)
 - Minimum 3 weekly children’s program
 - Early literacy *Mother Goose on the Loose* for ages 0-3
 - Storytime & More – Stories and craft. Ages 3-5 and siblings.
 - STEM related programs for ages 5-11
 - Participates in the Creamery Picnic parade each year with children, normally the first Saturday in August.
 - By May 31 of each year, prepare Summer Reading activities, brochures, and special events for June-August, culminated in the Creamery Picnic parade, based on the theme for the summer.
- Provides Library tours.
- Markets events: Writes and sends press releases, enters events on the online calendar, posts events on social media, sends weekly emails to parent list of children programs, writes blurbs about upcoming programs for newsletter.
- Keeps accurate library usage statistics on all programs and volunteers.

- Keeps Director informed as to project progression, needs and outcomes. Written reports as requested by the Director.
- Maintains patron confidentiality.
- Instructs patrons in library use, provides readers' advisory.
- Shelves and assists at front desk as needed.
- Interprets and enforces library policies and procedures.
- Organizes and maintains files.
- Attends professional development workshops.
- May assist with grant writing.
- Serves as a liaison between the public library and Stevensville and Lone Rock schools. Contacts the school to promote Summer Reading Program. Keeps abreast of school activities and schedules program with school activities in mind.
- Maintains self-directed activities in the children's area & maintains children's area.
- Performs other related duties as required.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- May on occasion shovel light snow and salt walkways
- Minor cleaning and maintenance of inside and outside of library building
- Community outreach and library advocacy

JOB REQUIREMENTS:

Knowledge: This position requires a demonstrated ability to create and present programming to young children and adults. Experience with teaching and/or performing in front of an audience or class. Love of learning, books and reading.

Skills & Abilities:

- Crafty
- Creative
- Outgoing
- Technically savvy to teach 3D printing, coding, makerspace learning, general computer skills and Microsoft Office.
- Exemplary customer service skills.
- Present programs remotely through online meeting or presentation program such as Zoom.
- Skill in inventory, record-keeping, and operation of audiovisual equipment
- Ability to perform a variety of duties without supervision
- Ability to self-teach new activities such as crafts and technology
- Ability to communicate orally and in writing
- Ability to follow written and verbal instructions
- Ability to establish and maintain effective working relationships with employees, supervisors and the public
- Physical agility and strength to bend, reach, lift and carry (up to 60 lbs.)
- Use of a computer terminal
- Maintains composure while serving the public
- Works with frequent interruptions
- Self-directed and motivated

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience such as teaching, librarianship, or performing arts.

- Familiarity with teaching STEM and equipment in makerspaces preferred.

JOB PERFORMANCE STANDARDS:

- Evaluation of this position is based primarily upon the preceding job description requirements and duties.
- Performs assigned duties
- Meets the objectives of the library as established by the Board
- Maintains accurate records. Prepares and submits accurate reports
- Demonstrates punctuality and observes work hours
- Displays tact and patience when dealing with the public. Interacts with patrons and staff in a courteous and professional manner. Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Dresses appropriate to put patrons of all ages at ease and projects a professional image.
- Participates in professional development activities.
- Enforces library policies and procedures.

PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Ability to speak and stand for up to 2 hours in front of an audience.
- Speak clearly in English so listeners can understand. Understand speech of another person.
- Focus on one source of sound and ignore others.
- Use fingers to grasp, move, or assemble very small objects.
- See differences between colors, shades, and brightness.
- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Normal office work environment activity.
- Help patrons on computer stations.
- Finding programming and library materials on shelves requires bending, twisting, stooping and reaching on shelving from floor height to 7 ft. high, using step stools as needed; push, pull, and lift computers and peripherals weighing up to 20 lbs.
- Physical agility and strength to bend, reach and lift up to 35 lbs.