

CITY OF ELSA
JOB DESCRIPTION

JOB TITLE: Program Coordinator/Secretary for Director

DEPARTMENT: Library

REPORTS TO: Library Director

JOB SUMMARY:

Under the supervision of the Library Director, the Program Coordinator will perform various duties as assigned in the operation of the library. She/he will provide excellent customer service to all ages. The Program Coordinator is primarily responsible for planning, marketing, conducting, and facilitating programs for adults and children, teens. Ability to work 40hour weekly schedule including weekday, evening and Saturday hours.

WORK PERFORMED (*this list is representative of duties; actual duties may vary and/or change*):

- Development and implementation of children and young adult activities.
- Organize and prepare a monthly calendar of events.
- Preparing monthly report for city meetings.
- Responsible for the Summer Reading Program, including planning, promoting and advertising of this event.
- Research, make contact and negotiate with potential program presenters and performers.
- Set up and cleanup program space, assist presenters, and ensure that both the presenter and customers have a pleasant experience.
- Plans and implements programming for children, including baby story time, Story Hours, school visits, book talks, holiday programs, special activities.
- Prepare in-house publicity and upload events onto Website, Facebook and online events calendar.
- Maintain Story-Walk project by contacting authors and for copyrights.
- Manage EPL Facebook page and Library Website; post photos and information about programs, monitor and respond to customer posts;
- Assist in the selection and organization of children's and young adult book collection which includes weeding, preparing orders for approval and maintaining a budget.
- Keep a record of attendance and providing a monthly statistical report to Library Director
- Seek grants and other sources of funding for programs.
- Speak to community groups as requested.
- Attend continuing education programs.
- Supervise assigned volunteers and community service oversees their work.

- Assist patrons with locating books on shelves
- Perform any duties designated by Library Director in assigned areas.
- Assist patrons in using online and physical library resources.
- Assist with routine circulation checking in and out, issuing library cards, placing holds, looking up titles, leading people to materials they need, answering the phone, renewing items, doing holds messaging, assisting customers with the computers, assist with faxing, copies, and emails.
- Promoting library programs through flyers, newsletters, and social media (Facebook etc.)
- Performs routine library duties as needed
- Assist in the maintenance of the library.

Although specific tasks are detailed in this position description, the employee performs other duties, not specified, as required.

EDUCATION AND/OR EXPERIENCE:

Must be a high school graduate or have a GED and Certificate in Early Childhood Education. Must be bilingual, English/Spanish. The ability to work with the public: including adults, children and other staff members. At least 1- 2 years of experience working with children in a service setting preferred. Must have good communication skills, and able to do public speaking. Strong knowledge in Microsoft applications, and computer skills is required. Job requires a current, valid Texas Class C driver's license. Must have clear, concise oral and written communication skills to prepare and present reports, outreach program and public speaking engagements.