Library System Program Coordinator

St. John the Baptist Parish Library

Salary Range ($54,400 - $56,800) Annually

Opening Date: 1/24/2020

Closing Date: 2/1/2020

The St. John the Baptist Parish Public Library in Louisiana seeks an energetic and creative Program Coordinator for Adult and Teen Services. This position will be part of a forward thinking Library System based on a Community Led Services Philosophy.  Under the direction of the Assistant Library Director, this individual will create, support, and manage basic to technical programs for teens and adults system-wide. In this role, he/she will work to provide exceptional programming to the 4 (four) locations serving the communities of St. John.

We are searching for an experienced professional who views libraries as platforms for community innovation and learning and one who values responsive, personal service. This is an ideal position for an engaging professional who will welcome creating a seamless programming atmosphere for our communities in St. John Parish.

Additionally, the preferred candidate will be comfortable working and learning in an environment of change. The individual will possess strong interpersonal and communication skills and be eager to support our system. This is a 40 hour per week position and may be asked to work nights and weekends.

*Examples of Duties:*

***A position may not include all the work examples given, nor does the list include all that may be assigned.***

Plans, coordinates and implements activities for library programming, which could include system-wide events and receptions.

Cooperates with Communications Manager to plan, implement and promote system-wide programs.

Establishes goals and in accordance with Library policy and based on community need.

Works with different levels of library staff for effective planning, implementation and evaluation of programming.

Manages supplies & materials to support on-going programming.

Assists with system-wide decision making by serving on committees.

Assists in the development of the programming staff, to ensure confidence, training and positive delivery.

Provides guidelines, recommendations and support for programming.

Evaluates emerging programming ideas for library system.

Participates in opportunities for professional development.

Participates in maintaining a safe and welcoming environment for library users and fellow staff members.

All other duties as assigned.

 *Typical Qualifications:*

* Ability to plan, initiate, develop and evaluate programs and services.
* Ability to work collegially with library employees, community and library users.
* Ability to perform a wide variety of multi-step procedures.
* Ability to prepare written and electronic reports
* Ability to set and manage multiple priorities as well as schedule own time and that of others.
* Knowledge, experience and passion for system-wide library programs.
* Thorough knowledge of library policies and procedures
* Self-motivated worker with outstanding interpersonal, communication and presentation skills and a positive attitude towards public service work.
* Ability to work independently in the absence of supervision
* Ability to travel between branches.

**Supervision**

Assignments are provided by defining objectives, priorities, and deadlines. Additional assistance is provided for unusual situations that do not have clear precedents. Position may be responsible for ‘train the trainer’ type work.

**Distinguishing Factors**

This classification is distinguished from the Librarian I and Library Associate by the progressive responsibility of the library system-wide programming deliverables.

**Ideal candidate will excel in the following five (5) Core Professional Attributes that contribute to the success of the St. John Parish Public Library.**

**Accountability** – Making a commitment to the organization, meeting obligations, adhering to policy and accepting responsibility, demonstrating personal integrity, earning trust, modeling ethical behavior, and understanding perceptions of behavior.

**Communication** – Expressing ideas, listening for understanding, giving feedback, and facilitating open communication.

**Customer Service** – Meeting customer expectations, providing proactive service, resolving customer concerns, managing customer expectations, and following up to ensure satisfaction.

**Initiative** – Identifying what needs to be done, taking action, adding value and participating in change.

**Teamwork**– Contributing to the team, working cooperatively, resolving conflict, building team capability and celebrating success.

**Minimum Qualifications**

Requires a Bachelor’s Degree and minimum of 3 years of experience in a public library or in a related field.

*Supplemental Information:*

**Physical Activities**

N = Never; R = Rarely (Less than 25%); O = Often (25% - 75%); A = Always (More than 75%)

|  |  |  |  |
| --- | --- | --- | --- |
| Standing | O | Sitting | O |
| Walking | O | Bending | R |
| Stooping | R | Kneeling | R |
| Crawling | R | Climbing | R |
| Typing | O | Grasping | R |
| Talking | O | Hearing | O |
| Repetitive motions of hands/wrists | O | Handing | O |
| Repetitive motions of feet | O | Reaching | O |

Average number of pounds through a normal day that are pushed, pulled, etc. and the distance over which the weight is moved:

|  |  |  |
| --- | --- | --- |
| Activity | Average Number of Pounds | Distance Weight is Moved |
| Pushing | 5 | 200 ft |
| Pulling | 5 | 200 ft |
| Lifting | 30 | 200 ft |
| Carrying | 30 | 200 ft |

**Examples of physical activities required in this position**:

Standing while creating displays, moving materials and delivering presentations.

Sitting a workstation and typing on computer  
Walking through library

**Possible Hazards (chemicals, dangerous machinery, etc.)**

None known.

Interested applicants, please submit cover letter, resume, and application found at the following <http://stjohn.lib.la.us/2016/10/employment-application-2016/> to Andrea Tullos, Library Director at [AFTullos@stjohn.lib.la.us](mailto:AFTullos@stjohn.lib.la.us). This advertisement closes at midnight on Saturday, Feb 1st, 2020.

In addition, please provide answers to the following questions.

1. Please indicate your total years of programming library work experience?
2. Please provide an idea of what system-wide programming could be under your direction?
3. What is a ‘bright new idea’ for our community?

***Equal Opportunity/Affirmative Action Employer/Women/Minorities/Veterans/Disabilities***