# [Insert Library Name Here]

# Library Programmer Job Description

## Job Title: Library Programmer

**Function of Job:** To lead and coordinate the efficient operation of the library and the provision of quality library services and programs.

**Qualifications:**

• Understanding of and appreciation for the importance of libraries, literacy, and community partnerships.

• Outstanding people skills and a friendly manner.

• Ability to work independently and as part of a team.

• Excellent written and verbal communication skills.

• Ability to organize, budget, and deliver programs to all age groups.

• Comfort and skill in speaking to groups and making presentations.

• Excellent computer competency and ability to learn new computer programs as needed.

• Experience working with the public and planning and implementing programs preferred.

**Responsibilities:**

Programming

1. Plan and implement library programs and services under the supervision of the Library Manager.

2. Provide programming outside of the library and/or in conjunction with community partners.

3. Programs will be planned, promoted, and delivered to all age groups.

4. Assist with special projects and events.

Administration and Management

1. Record library program statistics.

2. Manage digital and social media communications, producing content, posting photographs, and actively promoting the library through those channels.

3. Provide monthly programming updates to the Manager for the Board package.

4. Perform opening and closing duties as needed.

Public Relations and Advocacy

1. Add and edit content on the library website as required.

2. Work cooperatively with all library and town staff.

3. Maintain excellent public relations with library users and the community.

Customer Service

1. Circulation desk duties as needed.

2. Assist patrons in locating library materials and answering questions.

3. Assist the public with computer use and provide informal and formal computer instruction

4. Conduct tours of the library.

5. Be knowledgeable of in-house services and technologies.

6. Keep informed of library trends, services, and innovations in the region and throughout the province through attendance at professional development opportunities.

7. Other duties as assigned.

Responsible to: Library Manager