

Ontario Public Library

Library Programming Clerk, Adult Services, Part-time WC CS 137 with Local Description

GENERAL DESCRIPTION

This part-time position does not require competitive Wayne County Civil Service certification. Certification as a Library Clerk may be required in the future.

Under the supervision of the Library Director, the Adult Programming Library Clerk is responsible for planning, promoting, and implementing weekly and monthly programs and events. The position includes work defined in the Wayne County Civil Service Library Clerk (WC CS 137) position.

The ideal candidate is someone dedicated to literacy for all ages. All library clerks should present OPL as per our Mission Statement as a welcoming and inclusive community space that fosters creativity and continuous learning.

ESSENTIAL JOB RESPONSIBILITIES

- Plan and facilitate programs and events on a weekly and monthly basis
 - Develop for adult attendance and participation new, interesting, educational, and recreational programs for adults under the supervision of the Library Director (In-person as Covid Pandemic allows)
 - Develop, post, and promote virtual programming
 - Lead library programs, coordinate, advise and welcome, guest presenters and other program leaders
- Maintain knowledge of current adult interests and trends to build into new programs
- Create promotional materials to advertise programs/events in-house as well as in various forms of media, schools and businesses in the community in compliance with adopted marketing and library plans
- Create and foster community connections with local organizations and businesses, and other libraries
- Maintains statistical records of programs and attendance
- Participating in community and area events representing the OPL
- Participate in workshops, library meetings, and visits to outside organizations as required;
- Perform outreach in the community
- Contribute to our high-quality work culture through participation in training and mentoring to develop skills, including safety related training and skills
- Assist with supervision of volunteers
- Serve with all Library Clerks to complete responsibilities as scheduled and as needed

GENERAL ABILITIES

- Ability to establish good rapport with all ages in groups or individually
- Initiative, versatility, flexibility, adaptability
- Excellent customer service skills, approachable
- Excellent communication skills, verbal and written
- Attention to detail
- Able to switch tasks quickly and effectively, adjust to changing situations
- Follow directions, perform tasks consistently, in accordance with policies/procedures
- Strong computer skills: searching, email, use of Microsoft office suite
- Working knowledge of various social media sites

All above-stated functions are directly related to the position and can be altered based on library needs.

COMPENSATION AND BENEFITS

- Hours: 17 per week; evenings and rotating Saturdays required
- Hourly wage: Up to \$13.00 depending on education and experience
- Eligible for NYS Retirement
- Vacation after six months of continuous service