

Ontario Public Library

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

The mission of Ontario Public Library is to connect community members and resources in a welcoming and inclusive environment that fosters creativity and continuous learning.

GENERAL DESCRIPTION (Local)

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 Programming Librarian, this Programming Clerk is responsible for assisting with 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.

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.
 - Develop, post, and promote virtual programming
 - Lead library programs, coordinate, advise and welcome, guest presenters and other program leaders
- Gains knowledge of current programming interests and trends to build into programs;
- Create promotional materials to advertise programs/events in various forms of media, and signage in-house, and other locations, in compliance with the marketing plans;
- Foster community connections with local organizations and businesses, and other libraries;
- Assists with maintenance of 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;
- Contribute to our high-quality work culture through participation in training and mentoring to develop skills, including safety related skills;
- Assist with supervision of pages and volunteers at programs and events;
- Serve with all Library Clerks to complete responsibilities on schedule or as needed basis.

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

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; preferred experience with WordPress

PHYSICAL DEMANDS

- Physical stamina to lift and bend.
- Must be able to stand for long periods of time.
- Routinely lift library materials weighing up to 40 lbs.
- Push and steer a fully loaded book cart.

COMPENSATION AND BENEFITS

- Hours: 20 per week; evenings and rotating Saturdays required
 - Civil Service Certification required for work greater than 17 hours per week
- Hourly wage: \$15.00 to \$17.00 depending on education and experience
- Eligible for NYS Retirement
- Paid Holidays per Policy
- Vacation after six months of continuous service

Statement of Nondiscrimination

The library is an equal opportunity employer, which complies with state and federal fair employment laws and regulations. The library does not discriminate in recruitment, training, promotion, or other terms of employment on the basis of race, creed, color, sex, sexual orientation, gender identity, age, national origin, disability, veteran's status, and military service.

To Apply

Please submit a resume, cover letter, and three professional references no later than April 29, 2022 to:

Sandra Hylen, Library Director, shylen@pls-net.org

or

Sandra Hylen, Library Director
Ontario Public Library
1850 Ridge Road
Ontario, NY 14519