



JOB DESCRIPTION: Assistant Director/ Programming and Outreach Specialist

Salaried, 40 hours/week

Starting at: MLIS \$35,360, BA \$30,000 plus benefits

Supervised by Library Director

POSITION POSTING JULY 20 - AUGUST 14

Interviews will be held in late August for September 8, 2015 Start Date

Duties and Responsibilities:

- Assists Library Director with projects and various tasks as needed
- Fills in as Supervisor when Library Director is not available
- Plans and implements weekly and special library programs for children and adults, including Summer Reading Program
- Visits area schools, daycares, etc., performs outreach and positive promotion of the library in community
- Develops information for quarterly program newsletter
- Submits information to local media outlets for advertising programs
- Submits press releases on programs for coverage in local newspapers
- Oversees advertising and program budgets
- Attends monthly library board meetings and creates minutes for board meetings, attends Friends of the Library meetings
- Coordinates volunteers for Summer Reading Program
- Assists in financial processes as necessary
- Waits on patrons at the circulation/reference desk, understands and performs all clerk duties as necessary, develops and maintains positive relationships/interactions with patrons of all ages and abilities
- Creates and stocks displays promoting library materials
- Maintain professional behavior appropriate to a public setting
- Maintain library confidentiality regarding patron and staff records and information
- Participate in continuing education opportunities, attend library conferences and meetings
- Performs other tasks as assigned by a supervisor



Necessary skills and abilities:

- A positive, friendly, dynamic, engaging, helpful, team-oriented personality is preferred
- Previous library experience is highly preferred
- College experience in a related field is highly desirable, Masters in Library and Information Science candidates are highly preferred
- Ability to work independently and establish effective priorities
- Ability to multi-task and be able to work with interruptions is necessary
- Ability to supervise others and work as an assistant to the Library Director
- Ability to communicate clearly and concisely, both orally and in writing; excellent writing skills and ability to promote programs essential
- Enthusiastic, pro-active customer service skills, ability to handle tough situations with the public as necessary
- Basic computer skills necessary: Windows operating system: Microsoft Office programs, Verso/Autographics (library catalog), PCCop (time management software), and Print Management software, ability to navigate and copy/paste from the internet, email, and assist patrons with basic internet use. Knowledge of tablets and mobile devices, ability to assist patrons with Overdrive necessary. Ability to operate a cash register, copy machine, fax machine, and laminator and other library devices.
- Knowledge of library policies and procedures will be required after hiring

Please email resume, cover letter, and a program description writing sample in a single PDF file to aestelle@otsego.library.org, Andrea Estelle, Library Director, Otsego District Library.

Only electronic submissions will be accepted.

Closing Date: Friday, August 14, 2015 by 5 PM

Program Description Writing Sample:

In one paragraph, write a brief (maximum five sentences) program description for a special children's or adult library program of your choice, as it might appear in the library's quarterly program newsletter.