

Prescott Public Library  
800 Borner St. North  
Prescott, WI 54021

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## **Position: Public Library Programming Specialist**

### **General Purpose:**

Provide library programming for patrons of all ages. Collaborate with library staff and community members to deliver enriching and fun programs for Prescott Public Library.

### **Nature of Work:**

Work is performed under the general administrative direction of the Library Director and is reviewed through conferences, reports and the efficiency of services provided. The Programming Specialist prepares and conducts programs and publicizes library services and programs inside and outside the library, as well as other duties related to creating and maintaining good public relations.

### **Duties/Responsibilities:**

- Plan, perform and evaluate adult and youth programming for the library community.
- Plan, create and implement preschool storytime year-round.
- Design and implement publicity, news releases and displays to promote library programs and services through a variety of media.
- Schedule and provide visits to area schools, senior centers and coordinate outreach programs with agencies being served.
- Plan, promote and implement the summer reading program.
- Write fundraising letters to supplement programming.
- Supervises groups of children as part of library programs. Responsible to train, assign, and check the work of teen volunteers.
- Report on programming activities to Director and staff in writing and at meetings.
- Communicate program events for inclusion on library website.
- Follow and carry out library and City of Prescott policies and procedures.

### **Knowledge and Abilities:**

- Ability to develop and implement programs for people of all ages.
- Ability to be an effective storyteller or programmer.
- Knowledge of marketing and promotion.
- Working knowledge of technology such as Mimeo Smart Board, Microsoft Word, Microsoft Excel, and Apple iPad.
- Working knowledge of English grammar and spelling for writing professional copy.
- Ability to transform ideas into effective informational/promotional works.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.

- Familiarity with authors, books and library materials.
- Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, supervisor and the media.
- Ability to gather statistics, analyze information and write reports.
- Mobility: travel to programs throughout the community and to meetings outside the library.
- Ability to maintain confidentiality and use appropriate judgment in handling information and records.

**Physical Demands of Position:**

- Keyboarding, writing, filing, sorting, shelving, and processing.
- Some physical demands during storytime include but are not limited to: dancing, jumping, hopping and sitting on floor with children as warranted.

**Working Conditions:**

- Majority of work performed in general office/library environment.
- Requires willingness and ability to work flexible hours to meet the demands of programming, which includes days, evenings and rotating Saturdays.
- Requires periodic participation and attendance at events and training.

**Mental Requirements:**

- Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- Communication Skills: effectively communicate ideas and information both in written and verbal form.
- Creative Decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, or training.
- Mathematical Ability: calculate basic arithmetic problems
- Problem-solving Skills: develop feasible, realistic solutions to problems and refer problems to the Library Director when necessary.
- Reading Ability: effectively read and understand information contained in memoranda, reports, bulletins, budgets, etc.
- Time Management: set priorities in order to meet assignment deadlines.

**Education and Experience:**

- High school diploma or equivalent is required. A Bachelor's degree preferred. At least one year of library experience or comparable skills and responsibilities preferred.
- Programming or storytelling experience preferred.
- Experience working with children, caregivers and people of all ages.

*This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Prescott Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.*