

Job Title: Programming and Events Coordinator
Reports To: Communications Manager
Department: Communications
Location: Webster House Administration Center
FLSA Status: Exempt
Job Classification: Full Time, Classified
Hiring Range: \$50,700 - \$56,277

Summary: This position is primarily responsible for planning, developing, coordinating, and evaluating programs, public events, and exhibits throughout the District for all ages and populations, both within District libraries, in the community, and virtually.

Essential Duties: *Performs duties and responsibilities commensurate with assigned functional area which may include, but are not limited to, any combination of the following tasks:*

PROGRAM AND EVENT COORDINATION AND EVALUATION

- Works collaboratively with various staff and managers to provide strategic direction, coordination, and cross-departmental alignment for programming opportunities across the District, in the community, and virtually.
- Oversees and prioritizes scheduling of library programs, events, and outreach opportunities.
- Develops a comprehensive programming plan that uses project management and outcomes-based planning and evaluation tools to develop events that fulfill target audience needs.
- Identifies and evaluates programming statistics and outcomes, using collected information and impact data to guide programming direction and support strategic communications.
- Maintains a current knowledge of trends in library and other programming, and a working, up-to-date knowledge of community interests, needs, and priorities for the Library system.
- Oversees program budgets and assists with grant funds related to programming. Develops projections of resources and personnel necessary to meet established goals and objectives.
- Builds and sustains relationships with Library District community partners.
- Works with the Volunteer Manager to determine need and opportunities for volunteers to assist with programs and events.
- Collaborates with Communications on program and event marketing strategies and activities.
- Organizes and prepares items needed for event booths and Book Bike requests which can include equipment, print resources, activities, etc.
- Perform other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities:

This position may have supervisory responsibilities.

Knowledge, Skills and Abilities:

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position.

- Knowledge of the ethics, values, and foundational principles of the library profession.
- Knowledge of the fundamental values of Equity, Diversity, and Inclusion (EDI).
- Intermediate to advanced knowledge of Microsoft Office products (including Microsoft Teams and/or Microsoft 365), Internet navigation, Zoom webinar and digital meeting platforms, social media platforms, and other relevant technologies.
- Able to design, prepare, promote, implement, and evaluate public programs.
- Able to gather, interpret, and analyze data to inform decisions and to prepare accurate and reliable reports containing findings, recommendations, and conclusions.
- Able to establish and maintain effective, cooperative working relationships with coworkers, officials, contractors, volunteers, community organizations, and the general public.
- Able to lead, motivate, train, and organize staff.
- Able to operate with minimum supervision and work independently as well as cooperatively in a team environment.
- Able to communicate effectively orally and in writing, including making public presentations.

Education and Experience:

Bachelor's degree required. Master's degree or equivalent experience in a related field preferred. Minimum of 3-5 years of experience planning, implementing, and evaluating standards-based public programming or instruction required. Experience providing innovative library programs preferred.

Language Abilities:

Ability to read, analyze, and interpret information. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions.

Fluency in English is required. Spanish language skills in addition to English is desirable.

Reasoning Abilities:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Licensing, Certifications and Other Requirements:

Valid driver's license required.

Work Environment and Physical Demands:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this job, the employee is exposed and/or required to:

- Work primarily in a library environment and sometimes in community settings.
- Work from home may be required at times and optional at others at supervisor's discretion.
- Regularly sit, stand, walk, lift and/or move up to 40 pounds, talk and hear.
- Regularly reach, lift and move arms above shoulder level.
- Occasionally bend, stoop, kneel, crouch, crawl, climb or balance.
- Occasionally operate the Library's Book Bike.
- Regularly operate a variety of standard office equipment.
- Work in areas with moderate to loud noise levels.
- Travel to/from meetings, programs, events and various locations.
- Work a varied schedule at various locations, including weekends and evenings.