

**City of Portage  
Job Description**

**Job Title: Event & Programming Coordinator**  
**Department: Portage Public Library**  
**Reports To: Library Director**  
**Schedule: Full-Time, 40 hours per week**

**SUMMARY**

Under general supervision of the library director, and coordinated efforts of the Leadership Team, directs and supports programming for all ages and spear-heads library events.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plans, organizes and conducts library programs for all library users, regardless of age, including outreach programming to area schools, youth clubs, community businesses and non-profit organizations.
2. Books qualified events at the library to be held in the Bidwell and Sanderson Rooms, discussion rooms or in the main library after hours and events held outside of the library building, scheduled by non-profit organizations to benefit the library.
3. Works closely with the Leadership Team to support programming in the adult, teen and children's departments and to book qualified events.
4. Supports and promotes Portage Public Library Friends and Foundation activities.
5. Promotes library programs through flyers, news releases and other types of publicity.
6. Uses graphic design software and other programs to turn out professional-looking publicity and advertisements.
7. Updates and posts announcements to social media, the library website and digital displays.
8. Assists patrons with ready-reference, technology assistance, and routine reader's advisory service at the Information and Children's Desks.
9. Provides backup assistance at the service desks.
10. Serves supervisory role for staff in absence of Library Director and/or Leadership Team.
11. Performs light housekeeping.
12. Performs other related work.

**KNOWLEDGE AND ABILITIES**

1. Ability to train and supervise the work of others.
2. Ability to maintain confidentiality of library patron information.
3. Ability to follow detailed directions.
4. Ability to gather statistics, analyze information and compile reports.
5. Ability to operate library business machines properly, which may require technology training, knowledge of databases, and search methods.
6. Ability to understand library policies and procedures and apply them to library operations.
7. Ability to use computer software and manage computerized files.
8. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
9. Ability to understand, adjust, and work within budgets correctly.

10. Considerable knowledge of library methods and procedures and ability to apply them to library operations.
11. Good interpersonal skills and the ability to maintain and foster cooperative and courteous working relationship with the public, peers, and supervisors.
12. Must develop fundamental working knowledge of the Dewey decimal classification system, including subject headings and alpha/numeric labels.

#### **ADDITIONAL REQUIREMENTS**

1. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form. Willingness to respond to supervisor's communications in an accurate and timely fashion.
2. Ability to effectively present information and respond to questions from library users. Working knowledge of English grammar and spelling.
3. Ability to interact positively and pleasantly with all ages.
4. Ability to write reports, business correspondence, and procedure manuals in an understandable way.
5. Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator.
6. Identify problems and opportunities; review alternative courses of action before selecting one; utilize information resources available when making decisions.
7. Effectively evaluate or make independent decisions based on experience, knowledge, or training.
8. Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
9. Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to Library Director, Adult Services Librarian & Technology Coordinator, Youth Services Librarian or Circulation Services Supervisor when necessary.
10. Set priorities in order to meet assignment deadlines.
11. Keyboarding, writing, filing, sorting, shelving, and processing.
12. Processing library materials; picking up and shelving books.
13. Lifting and carrying: 50 pounds or less.
14. Pushing and pulling: objects weighing 300-400 pounds on wheels.
15. Sitting, standing, walking, climbing, kneeling, bending/twisting, reaching and crouching.

**ENVIRONMENTAL/WORKING CONDITIONS** (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. Flexible work hours; frequent and regular evening and weekend hours.
2. Occasionally exposed to outside weather conditions.

#### **EQUIPMENT USED**

Audiovisual equipment, book cart, calculator, fax machine, self-check units, microfilm reader, photocopier, wireless printing, patron devices and telephone.

#### **EDUCATION AND EXPERIENCE**

1. Associate's degree, equivalent from two-year college or technical school, or equivalent library experience.
2. Six months to one year related experience or training. Previous library experience is preferred.