

# Cleve J. Fredricksen Library

## Job Description

### Program Specialist

Part time

Non Exempt

Updated: 03/31/2011

**Job summary:** Performs a variety of tasks related to the development and presentation of programs; works under the direct supervision of the department head organizing the program.

### **Essential Functions:**

1. Plans, presents and evaluates programs keeping the goals of the library and the community's interests as the focus
2. Coordinates promotional materials with the supervisor
3. Reads professional literature
4. Attends staff, county and other professional meetings. Participates in and strengthens library and branch teams. Complies with continuing education requirements
5. Other projects and responsibilities may be added at the supervisor's discretion

### **Required Knowledge, Skills, and Abilities:**

1. Ability to be self motivated, proactive, work independently and make decisions based on good business practices and library philosophy
2. Ability to develop and present programs
3. Knowledge of local resources to develop programming connections
4. Knowledge of basic computer functions and software
5. Excellent written and verbal communication skills
6. Excellent organizational skills

### **Education:**

- College degree preferred
- Minimum of one year experience in marketing or related fields
- Previous nonprofit experience preferred

### **Physical and Environmental Conditions:**

Work regularly demands light physical effort in the handling of materials, boxes, carts, or equipment, as well as manual dexterity and visual acuity when working with a computer. Regularly lifts and carries books and materials weighing as much as 30 pounds; regularly pushes and pulls carts; regularly bends and reaches for books on top and bottom shelves; regularly uses repetitive movements and views small print when assisting patrons with searches on the computer. Work may require standing for extended periods of time.

**Community Events Coordinator**

**Physical and Environmental Conditions (cont.):**

The work environment involves everyday risks which require normal safety precautions typical of such places as offices, meeting rooms, and libraries, e.g., the safe use of work place practices with office equipment, avoidance of trips and falls, and observance of safety regulations.

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This document describes the position currently available. It is not an employment contract. The Cleve J. Fredricksen Library and East Pennsboro Branch Library reserve the right to modify job duties or job descriptions at any time.  
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of this job.