



Adult Program Specialist

Reports to Executive Director; annually reviewed by Executive Director

Supervision: Library Volunteers

Fair Labor Standards Act: FLSA Exempt, Professional Full Time (40 hours per week)

Starting Salary Range: \$58,000 - \$60,000

Scope of Job:

The Adult Program Specialist represents the interests and needs of adults in the community by developing and implementing programs and services to fulfill the Library's values of connection, community and discovery. The Specialist plans diverse and engaging individual and recurring events, special events, and an engaging Summer Reading challenge for adults. This staff member cooperates with area agencies and organizations to facilitate the sharing of resources and information. The role also coordinates services to special populations within the community, including older adults, people without housing, and incarcerated populations.

Duties and Responsibilities

- Plan, design, and implement enriching programs for adults of all ages, both regular and recurring, special events, and an adult summer reading challenge. Identify and contract with qualified presenters and instructors.
- Coordinate services and outreach for residents who are unable to access the physical library.
- Coordinate resources and equipment in the makerspace.
- Maintain informational materials for adult populations, including tax forms, handouts, guides, and government resources.
- Recruit, train, and assign tasks to volunteers to assist with programming and outreach services.
- Promote and market adult events and services in regular and special marketing campaigns.
- Conduct community outreach to broaden awareness and impact of library services.
- Regularly conduct program evaluations and gather feedback to guide future programming.
- Communicate monthly updates to frontline staff to share information and promote adult programs and services.
- Track program attendance and other data to guide decision making and to identify service needs. Contribute to the annual State Library Report.
- Effectively plan and implement a department budget; seek best return on investment of taxpayer revenue; accurately track and record expenses; and advise the Director in department budget needs.
- Participate with Director in grant procurement, tracking, and reporting.
- Enforce the library's policies and procedures, while safeguarding confidential and restricted information.
- Uphold excellence in customer service standards.
- Develop and maintain effective working relationships with community partners, presenters, contractors, and consultants.

- Complete special assignments related to adult services as directed.
- Incorporate strategic plan intended outcomes and strategies in professional goals.
- Facilitate free and equal access to information for all; uphold the American Library Association's Library Bill of Rights and patron privacy.
- Keep current in public library trends, services, policies and best practices for adult services.
- Serve on consortium and other committees as assigned by Director.

This employee has the following professional knowledge, skills, and abilities:

- Written and oral communication and presentation skills to address a wide range of audiences.
- Ability to provide outstanding customer service in person, on the telephone, and via e-mail and other forms of electronic communication.
- Skills in organization, planning, problem solving and decision-making.
- Experience in planning and delivering programs, classes, or events.
- Technology skills, including word processing, spreadsheets, library apps, and online interfaces.
- Ability to develop and implement long- and short-range plans.
- Ability to effectively multitask while maintaining a positive attitude.
- Ability to deal calmly and effectively with a wide range of individuals, in some instances under stressful or emergency conditions.

Education and Experience:

- A bachelor's degree in library science, education, social work or related field.
- A minimum of three years of public library experience or public service-related field.

Other Qualifications:

Schedule may include evenings and weekend hours as needed.

Note: This job description is not an employment contract. The Library Board of Trustees and/or its designated representative reserve the right to alter this job description at any time without notice. Any employment relationship with the Library is legally considered to be one of employment-at-will, in which either party may terminate this relationship for any reason at any time.