

Mercer County Public Library

Job Description

Title: Adult and Teen Programming Librarian

Reports to: Library Director

Job Description: The Adult and Teen Programming Librarian is directly responsible for planning and executing the library's programs targeted at adult and young adult (ages 13-18) audiences, and coordinates with the Children and Bookmobile Librarians on family and outreach activities. Under the supervision of the Library Director, the Adult and Teen Programming Librarian actively seeks out opportunities to connect with the community both inside and outside the library, via programs, services, and other activities such as collaboration with local public, nonprofit, and business partners. The person in this role also manages the Teen Collection and Seed Library, creates displays and assists with promotional planning, and provides public service at the circulation desk as scheduled. This position requires creativity, a collaborative spirit, and the flexibility to serve a diverse audience.

Primary responsibilities include, but are not limited to:

1. Use imagination, creativity, innovation, and sound judgment to plan, coordinate, implement, and evaluate programs and activities that serve the needs and interests of the local community, targeted specifically at an adult and/or young adult (Ages 13-18) audience. Maintain program statistics to track attendance.
2. Collaborate closely with the Children's Librarian (to facilitate family-oriented, all-ages programs), and the Public Marketing and Promotion Coordinator (to ensure effective advertising of programs). Communicate opportunities for collaborative programs and services with the Children's Librarian and Bookmobile Librarian.
3. Administer the Adult Programming budget, planning for needs throughout the fiscal year and keeping accurate, up-to-date records on expenditures.
4. Manage the Teen Collection and Seed Library, and associated budget allocations; order, inventory, weed, and maintain accurate records related to these collections.
5. Establish working relationships with numerous community agencies, to maintain open lines of communication and coordinate collaborative programs and activities.
6. Serve on community boards, committees, councils, etc., to provide a library perspective and further cement the library's outreach and commitment to community enrichment and service.
7. Work with other staff members to enhance programs, collaborative opportunities, and services through displays of library material or other creative uses of library space and resources.
8. Seek out grant and other funding opportunities in support of library programs.
9. Work some public service desk shifts.
10. Successfully interact with a diverse group of patrons, staff, and community organizations, maintaining a positive attitude and professional demeanor at all times.

Job Requirements:

Qualifications/Experience

- Minimum of a bachelor's degree in an area related to library services; MLIS preferred.
- Previous public library or community service experience is strongly preferred, especially experience working directly with teens.
- Have Kentucky Public Library Certification or be willing to obtain within 5 years of employment.

- Familiarity with Microsoft Office Suite, email, and other forms of digital communication.

Physical Demands

- Sitting and working at a computer for periods of time.
- Visual acuity to read computer screen as well as titles and spine labels of books on shelves.
- Dexterity for keyboarding.
- Reaching above the head, bending, kneeling, or crouching to reach high and low objects.
- Walking to assist patrons; standing for multiple hours at a public service desk or outreach events. Running errands.
- Lifting 15-20 pounds of library materials, chairs, etc.; pushing, pulling tables, etc.
- Handling, manipulating library materials, fingering book pages, forms, etc.

Further requirements and information

- Full time position (37.5-40 hours weekly); non-exempt.
- Requires evening and weekend hours.
- Requires flexibility in scheduling.
- Requires occasional travel to off-site locations within the county.
- Requires ability to adapt to a fast-paced, multitasking work environment.
- Must possess excellent interpersonal, organization, and communication skills, both written and verbal.

Benefits

- Paid holidays, vacation, and sick leave per MCPL policy.
- Kentucky Public Pensions Authority (CERS) retirement.
- Fully paid individual health insurance coverage.

To Apply

Submit resume, cover letter, and copy of college (and graduate school, if applicable) transcripts to the Library Director via email at jal@mcplib.info. This job posting will close at midnight on Thursday, November 7. Applications received after the deadline will be considered only if no candidate is hired from the first pool of applicants.