

LIBRARY ADULT AND TEENAGE PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The position involves the responsibility of overseeing, supervising and organizing the development of adult and teenage programs within a library. The work involves creating, promoting, coordinating and facilitating all library programs for adults and teenagers. Work is performed under the general supervision of the Library Director, Assistant Library Director or Library Manager with leeway allowed for exercising independent judgment in the delivery of programs. Supervision may be exercised over subordinate staff and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Oversees and supervises all programs offered for adults and teenagers;

Organizes, oversees and facilitates a calendar of events for adult and teenage programs;

Promotes adult and teenage programs via social media, e-newsletter, websites, email, fliers and through outreach to local schools and organizations;

Researches, contacts and negotiates with potential program presenters and performers;

Keeps detailed records pertaining to agreements with presenters and performers;

Meets with the Library Director or Assistant Library Director regularly to plan forthcoming events and programs;

Collaborates with various departments to create Teenage Volunteer Programs;

Collaborates with various agencies to promote library services and programs;

Processes patron requests for library materials or information using an online telecommunications network;

Prepares various reports for the Library Director and Assistant Library Director as requested;

Maintains established and ongoing programs;

Maintains a yearly budget;

Attends meetings and conferences as requested;

May participate in webinar trainings for professional development;

May supervise subordinate staff and volunteers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of library service; thorough knowledge of library programs for adults and teenagers; good knowledge of the arrangement and uses of library materials; ability to establish relationships with adults and teenagers; ability to promote library programs to the community; ability to communicate effectively both orally and in writing; good judgment; initiative; tact and courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Education, Library Science, English or Communications or closely related field and one (1) year of experience in a library setting or performing duties related to the oversight, coordination and administration of programs for adults and/or teenagers; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Education, Library Science, English or Communications or closely related field and three (3) years of experience in a library setting or performing duties related to the oversight, coordination and administration of programs for adults and/or teenagers; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in a library setting or experience in performing duties related to the oversight, coordination and administration of programs for adults and/or teenagers; **OR**
- D. An equivalent combination of training and experience as indicated in A., B. and C. above.

ULSTER COUNTY
4044 LIB AT PC
Classification: Competitive
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Adopted: January 28, 2019