Program Director

JOB OBJECTIVE: Provide creative and administrative leadership for the development and maintenance of library programs. Work is performed under the general supervision of the Library Director and in coordination with the Programming Committee and library programming staff. Supervision is exercised over library volunteers and programming staff when appropriate.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES
· Develop and recommend new and existing programs for all ages that represent the needs and interests of our diverse community; manage the planning, organizing, implementing, publicizing, facilitating and evaluating of programs and special exhibits.
· Collaborate with new and existing community partners to create and carry out collaborative programming.
· Arrange for speakers, presenters, performers, and instructors for library programs.
· Work with the Programming Committee to develop and evaluate long range programming plans; participate actively in Programming Committee meetings.
· Work with Programming Committee, Treasurer, and Library Director to set and stay within annual and program budgets; work with Library Director to manage purchases, payments to vendors, and fulfilling financial reporting requirements to grantors.
· Assist with grant research, writing, and reporting.
· Recruit, train, supervise, and provide performance feedback to volunteers assisting with programming.
· Provide community outreach to underserved communities.
· Gather community input to understand the needs and interest of the community.
· Manage scheduling of community room, classroom spaces, and other spaces used for programming; prepare rooms/spaces for programs.
· Ensure that library rules are enforced and that the security, safety and health of participants is maintained during programs.
· Develop promotional materials for library programs (website, newsletter, flyers, press releases, social media etc.); communicate program offerings with community partners and library team.
· Attend conferences, workshops, or lectures to enhance and maintain knowledge of trends and developments in library programming.
· Collect, record, and report appropriate statistics to meet annual report and grant requirements and for general program evaluation purposes; create quarterly and annual reports on programming accomplishments.
· Perform other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES
· Ability to think creatively and work collaboratively.
· Ability to set priorities for work to be done and meet deadlines.
· Desire and ability to serve the public with friendliness, tact, and diplomacy.
· Excellent written and oral communication skills.
· Ability to establish and maintain effective working relationships with staff members and the general public.

- Ability to listen, understand, and interpret patron and staff requests and questions critically.
- Self-motivation, a professional attitude, and a sense of commitment.
- Maintain effective working relations with the public and the library team; maintain a positive attitude under stressful and high-pressure circumstances.
- Ability to effectively collaborate and work with diverse individuals and groups.
- Ability to utilize computers to perform data entry and assist library users, including use of Sierra ILS, web browsers, email, online databases, Microsoft Office applications, Mailchimp, Canva, Hootsuite and social media platforms (Facebook, Instagram, Twitter).

PHYSICAL AND MENTAL REQUIREMENTS
- While performing the duties of the job, the employee is frequently required to walk and sit, with light lifting and other limited physical activities. Frequent sustained operation of office equipment is required.
- Regular contact is made with staff members, volunteers, the general public, and community partners.

EDUCATION, EXPERIENCE, AND TRAINING
Experience Needed:
- Must have a four-year college degree or equivalent experience.
- Prior program administration experience required.
- Prior library experience preferred.

WORK SCHEDULE:
- Full-time, may include some evenings and weekends.

Revision Date: October 1, 2020