

Beloit Public Library

Head of Programming and Partnerships

Department: Administration

Status: Exempt

Range: Pay Grade 63

ORGANIZATIONAL RELATIONSHIPS

Reports to: Library Director

Supervises: PS2 Programming

SUMMARY

Under general direction of the Library Director, with wide latitude for independent judgment and decision-making, the Head of Programming and Partnerships is responsible for the organization, planning, development, and operation of Library-wide Programming and Partnerships.

SHARED DUTIES AND RESPONSIBILITIES

- Plans, coordinates, and supervises all aspects of Library Services and Staff Development, including formulation of policies and procedures
- Supports delivery of a consistent experience that reflects the uniqueness of Beloit's diverse communities
- Interprets library policies and procedures for public and staff
- Participates in hiring, supervising, training, developing, and evaluating staff
- Maintains positive relations with the community and library staff
- Participates as a member in work and activities of professional associations
- Stays up to date on professional developments through participation in professional organizations, system meetings, workshops, and continuing-education opportunities
- Reads professional literature
- Participates in professional Management Team decisions
- Acts as library Person-In-Charge, as needed
- Models exceptional customer service at all Public Service Desks
- Other library related duties as assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Formulates Programming and Partnerships policies and procedures
- Assigns priorities, analyzes operations, and coordinates activities
- Coordinates all aspects of library programming including planning, scheduling, implementation, and evaluation
- Participates in collection management, including selection and deselection

- Participates in planning and implementation of large-scale events in conjunction with library and community partners
- Fosters partnerships with local organizations for library programming and events
- Coordinates library display spaces
- Supervises readers' advisory and reference service for all ages
- Develops and monitors appropriate budgets
- Prepares reports as needed
- Acts as liaison for SHARE ILS Consortium

EDUCATION /EXPERIENCE REQUIRED

- MLS from an ALA accredited library school
- Five years of increasingly responsible experience in public library service to youth and/or adults and teens, including experience in reference, collection development, programming, and supervisory experience

KNOWLEDGE /ABILITIES REQUIRED

- Ability to effectively present information and respond to information requests from customers
- Ability to develop appropriate statistical gathering methods; to gather and analyze statistics or other measuring tools
- Ability to supervise effectively and positively
- Excellent time-management skills
- Ability to analyze information and develop recommendations
- Ability to create and generate reports
- Ability to speak comfortably and effectively in public
- Ability to work independently, organize, and prioritize work; respond to varied/changing work demands and make decisions as required; demonstrate initiative
- Ability to use computer software and manage computerized files
- Ability to adapt to new technology and identify ways to use them for library services when appropriate
- Ability to translate knowledge gained through training into recommendations for library service improvements
- Ability to recognize how all parts of library services fit together and to retain that global approach when planning and solving problems
- Ability to apply intellectual-freedom principles to library services
- Considerable knowledge of library operations, services, and items
- Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, co-workers, and supervisors
- Ability to speak, write, and read English
- Ability to maintain confidentiality of library customer information

PHYSICAL & WORKING CONDITIONS

- Daily fingering: keyboarding, writing, and mouse use
- Daily sitting, standing, walking, crouching, and stooping

- Daily bending/twisting and reaching
- Daily lifting of up to 10 lbs and occasional lifting of up to 40 lbs
- Daily talking and hearing; use of telephone
- Daily corrected far vision at 20' or further and near vision at 20"
- Infrequent driving of a car

In an effort to provide for continuity of government under ss 166.23(1) and City of Beloit Code of General Ordinances 1.11, you may be required to provide administrative support for the City of Beloit Emergency Operation Center or other city department during declared states of emergency. This may require an altered work schedule during the declared emergency.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements

Approval:

Name	Library Director	Date
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Copy of job description received:

Name	Title	Date
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