



## HUMAN RESOURCES

### POSITION DESCRIPTION

We believe that each employee makes a significant contribution that should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to our patrons.

**Job Title:** **Programming Manager**  
**Location:** Main Library with System Responsibilities  
**Reports To:** Assistant Director  
**Last Revision Date:** 11/2021

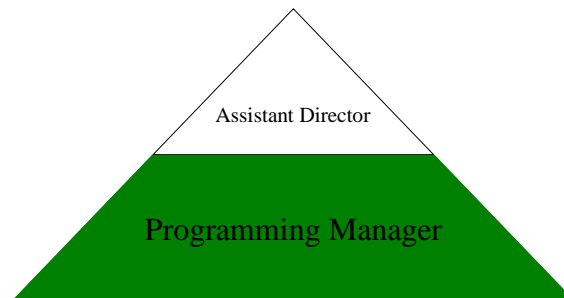
### PURPOSE

The Programming Manager is responsible for the supervision of daily public service operations, including staff, for the IDEA Lab and Teen Zone. Plays a key role by contributing to the planning, evaluation, development, and implementation of programming objectives. Establishes standards and procedures in assigned areas. Provides professional-level support to the Assistant Director in a variety of areas.

### NATURE & SCOPE

This position's primary responsibilities include generally diversified and complex activities. This position will maintain relationships with internal and external contacts necessary for organizational effectiveness; work independently on general assignments and act without direction except when formal policy changes are required, major investments are involved, or long-term programs are affected. This position will provide general supervision in the IDEA Lab and Teen Zone at the Main Library, as well as oversight of system-wide programming.

### ORGANIZATION PLACEMENT DIAGRAM



### QUALIFICATION GUIDELINES

Education	Experience
<b>Essential</b>	
Master's Degree in Library Science Awarded by ALA institution	Two (2) or more years of professional librarian experience Direct supervisory experience Working knowledge of Microsoft OS and Office Suite software
<b>Preferred</b>	
	Public Library experience Experience using SIRSI Experience working in a non-profit or public environment in a closely related role

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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### Ability to:

This position requires the use of personal or Library vehicles on Library business. Individuals must be physically capable of operating the vehicles safely, possess/provide documentation of valid driver's license and acceptable driving record  
Demonstrate analytical skills necessary to analyze and interpret information, establish facts, draw valid conclusions, develop, and implement responsible strategies  
Work cooperatively and effectively with staff, patrons, and contacts  
Convey ideas, information, and training through public presentation, verbal and written communication

## PRIMARY ACCOUNTABILITIES

Plan, implement, evaluate, and monitor public services and daily operations in the IDEA Lab and Teen Zone at the Main Library and take necessary action for improvement  
Select, evaluate, train, and provide leadership and direction to reporting staff following established guidelines  
Ensure teamwork and commitment to excellence in providing consistent and high-quality services and compliance with standards, practices, and policies  
Stay abreast of new trends and innovations in library public services management, with implementation of new services as appropriate  
Oversee delivery of programming services system-wide; ensure that programming content meets needs and expectations as established and is delivered in a professional manner  
Assist in the development of changes in policies and new service initiatives  
Plan, adjust, communicate, and ensure related training for programming staff system-wide as needed  
Lead the PROMAR team and ProTeam  
Maintain relationships and effective communication with public and private organizations that further KCPL's mission related to programming and outreach  
Promote awareness of available library services to organizations, patrons, and library staff through in-library and outreach services  
Oversee implementation of KCPL meeting room policies and their application at all facilities system-wide  
Oversee the day-to-day scheduling of the Main meeting rooms with assistance from the Facilities, IT, and Public Services departments  
Compile and analyze data/surveys, prepare reports, and summarize activities monthly or as assigned  
Develop, review, and monitor related budget requests and expenditures  
Interpret and explain policies to public and staff  
Resolve library user concerns and complaints  
Work with teams and other departments to ensure efficient/effective access to the collection, including assisting with and ensuring appropriate stack maintenance and weeding, providing a clean, safe environment for staff and public  
Research, recommend, implement, and monitor independently or with others, special projects, grant proposals, etc. as assigned  
Work and observe regularly at public service areas to answer questions and provide readers' advisory information; and demonstrate and trouble shoot the use of equipment, PCs and related software as needed  
Co-Chair the WV Book Festival  
Support departmental and system-wide event planning and execution (e.g. WV Book Festival, Street Fair, Staff Development Day)  
Carry out any other duties within the scope, spirit and purpose of the job

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### ESSENTIAL ABILITIES

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, community, vendors, employees, and general public.

Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.

Ability to regularly ascend or descend a series of stairs or several tiers of stairs.

Ability to work a flexible schedule to include evenings and weekends.

Ability to travel to and from various locations.

Ability to learn and carry out the primary accountabilities of the assigned position.

Ability to maintain body equilibrium to prevent falling when walking, standing, or crouching.

Ability to effectively communicate in writing and orally on job progress and other overall assignments and responsibilities.

Ability to comprehend and sustain fundamental principles of library services, to include open access to library materials and privacy rights of patrons.

*All positions at the Kanawha County Public Library require a Criminal Background Check.*

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform primary accountabilities of this job. This job description is not intended as, nor should it be construed as exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.*

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