

Manhattan Public Library Job Description

Job title: Librarian 1, Programming
Department: Programming
Exempt: No

Salary grade: G
Reports to: Programming Manager
Supervisory responsibilities: No

Summary: Serves a diverse community by preparing and delivering engaging programs, presentations, and events for adults, teens, or children as assigned. Provides outstanding customer service at public service desks assisting customers with the use of library services and resources.

Mission

Manhattan Public Library enhances quality of life by connecting the community to information and innovation and providing a welcoming, safe, and fun place for all.

Vision

At Manhattan Public Library, we acknowledge the past to inspire a better tomorrow.

Values

Community: Manhattan Public Library is committed to strengthening the Manhattan community through shared experiences and dialogue.

Intellectual Freedom: Manhattan Public Library supports everyone's right to freely access information in order to form their own unique thoughts and opinions.

Inclusion: Manhattan Public Library strives to include all community members in its programs and to reflect the diversity of Manhattan identities in its resource collections.

Hospitality: Manhattan Public Library is dedicated to creating a friendly and welcoming space for all.

Public Service: Manhattan Public Library believes that public libraries are an essential public service, and Library staff are proud to serve the Manhattan community.

Access: Manhattan Public Library strives to make its building, programs, and collections accessible to all.

Diversity, Equity, Inclusion, and Belonging Statement

At Manhattan Public Library, everyone is respected. The Director and staff are committed to offering collections, programs, and services that support the entire community. We oppose discrimination of any kind, including on the basis of age, race, religion, ability, sexual orientation, gender identity and expression, or socioeconomic status. At Manhattan Public Library, we understand that diversity, equity, inclusion, and belonging are essential to offering our community an intentionally robust and enriching experience. All are welcome at Manhattan Public Library.

Essential competencies that apply to all library employees:

- Demonstrates enthusiasm for providing service excellence.
- Shows commitment to customer satisfaction.
- Develops and maintains positive relationships with internal and external customers.
- Represents the library in a positive and ethical manner.
- Works cooperatively with managers and co-workers.
- Demonstrates a commitment to diversity, equity, inclusion, and belonging.
- Provides equitable service to all library users.
- Shows a capacity for grasping concepts and asks questions to gain further understanding.
- Communicates effectively orally and in writing.
- Effectively uses computer/technology skills for the position.
- Cross-trains in other areas of the library as appropriate.
- Completes work assigned on time and to the defined quality.
- Demonstrates prompt and regular attendance.
- Shows that essential job functions can be performed with little or no supervision.
- Complies with library policies and operational procedures.
- Complies with safety and security standards; keep workplace safe and clean.

- Shows flexibility and adaptability.
- Shows initiative by acting independently to provide solutions to problems, seek additional responsibilities, and practice self-development.

Essential duties:

- Plans and presents quality programs, presentations, and events for adults, teens, or children as assigned.
- Creates passive programming and self-directed activities for patrons.
- Researches and connects with other libraries to learn about library program ideas and trends.
- Works with programming manager to get program proposals approved and implemented.
- Attends training and views webinars related to programming.
- Works independently or in a group to complete preparations for programs ahead of time.
- Assists with outreach or tours as assigned.
- Works closely with other programmers as part of the Programming Team.
- Purchases items for programs and stays within allotted budget.
- Drives to offsite locations for outreach events, to pick up supplies for programs, or to attend training.
- Provides excellent and equitable customer service at library service points.
- Keeps collections and spaces orderly and neat by cleaning and straightening.
- Assists with library security through awareness, policy knowledge, and communication with coworkers. Provides backup support for other librarians in emergency situations.
- Completes or assists with routine tasks, staff assignments, special projects and programs as assigned.
- Assists with training coworkers.
- Upholds values of patron confidentiality, intellectual freedom, and accessibility.

Education desired:

- High School diploma or equivalent
- Completion of some college credit courses.

Experience desired:

- One-year library experience.
- Experience planning programs and events.
- Teaching experience or related experience.

A combination of education, training, and experience which provides the required knowledge, skills, and abilities to successfully perform the job may be considered.

Special knowledge, skills, and abilities needed to perform the essential functions of the job:

- Ability to help children, teens, and adults with their information needs.
- Knowledge of library resources, materials, and equipment.
- Knowledge of automated library systems and library programs.
- Demonstrated public speaking skills in preparing and delivering speeches, programs, or facilitating group discussions in public forums.
- Ability to operate a PC and relevant computer software.
- Ability to use office equipment such as copy machines, typewriters, computers, fax machines, etc.
- Technology and equipment skills to present programs including iPad, audio, video, gaming systems, etc.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, fractions, percentages, ratios, and proportions to practical situations.
- Possession of a valid driver's license and ability to drive library vehicle to offsite locations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.

Physical and mental factors needed to perform the essential functions of the job:

- Move up to 50 pounds.
- Remain in a stationary position for extended periods of time.

- Move about to access work space, file cabinets, shelving, office machinery, access offices, non-public spaces, and public service areas, etc., that are in the scope of the job responsibility.
- Operate standard office equipment including but not limited to computer, tablet, printer, copier, fax, phone, email, or other technology.
- Communicate in order to express oneself and exchange information.
- Detect the physical environment in order to traverse throughout the building, perceive safety concerns, and respond to emergency situations.
- Learn new tasks, remember processes, maintain focus, complete tasks independently, make timely decisions in the context of a workflow, ability to communicate, ability to complete tasks in situations that have a speed or productivity quota.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments may be changed at any time as required by business necessity.

A criminal background and reference check is required for all library positions.

Employees who work 1000 hours per year are required to participate in the Kansas Public Employees Retirement program (KPERs).
