



## JOB DESCRIPTION

<b>Job title</b>	<i>Adult Education Programming Librarian (Librarian III)</i>
<b>Reports to</b>	<i>Director of Public Services</i>

### Job Function

Under the direction of the Director of Public Services, the Adult Education Programming Librarian performs professional supervisory, and administrative work involving system-wide programming. This position will oversee the development and coordination of system-wide programs consistent with the mission, the strategic imperatives of the Library, and the diverse needs of the community. This position is responsible for the planning, budgeting, administration, implementation, statistical reporting, and evaluation of adult system-wide programs and outreach and will supervise departmental staff. The incumbent will work collaboratively with other programming librarians on special programs and will seek out partners, speakers, and funding opportunities to supplement programming.

### Duties and Responsibilities

- Oversees system-wide adult programs; assigns and reviews the work of subordinate staff including the Workforce Librarian and Digital Literacy Librarian; orients and trains subordinate personnel in duties and responsibilities and departmental policies and procedures; reviews and revises the work of subordinate staff; ensures proper coverage of system-wide programs and relevant outreach;
- Responsible for leading the strategic efforts in adult programming and outreach; ensures goals set forth in the strategic plan are met; using the Library's strategic plan and feedback from library users, establishes programmatic priorities with an equity lens; assists with fulfilling goals and achieving benchmarks in accordance with the strategic plan and may participate in creating and setting goals;
- Develops statistical tools and reports; maintains records/statistics, analyzes data, and prepares reports;
- May develop budgets for programming and tracking expenditures for Library/City, Friends of the New Orleans Public Library, and New Orleans Public Library Foundation funding sources; secures grant and other funding for library programs;
- Communicates with branch staff, managers, and administrators to ensure the success of system-wide programs;
- Positively represents the Library to community organizations; may attend community meetings as the library representative and act as a liaison between the library and other institutions.
- Stays abreast of current programming trends in libraries;
- Stays informed about NOPL services and activities;
- Other duties as assigned.

### Minimum Qualifications

- A Master's Degree in Library Science from an accredited graduate library school
- Four (4) years of full-time professional library experience, which must have been gained after receipt of a Master's Degree in Library Science. One (1) year of this experience must have been in a supervisory capacity
- Must hold a valid Louisiana Driver's License and be able to travel across the City, often to multiple locations a day and throughout the week
- Must be able to work nights and weekends

### Preferred Qualifications

- Previous experience planning system-wide library programs
- Previous supervisory experience
- Previous experience leading teams on projects
- Large scale project planning experience
- Experience with diverse communities, stakeholders and community organizers

## **Knowledge, Skills & Abilities**

- Ability to establish and maintain effective working relationships with library users, library staff, partners, and members of the community;
- Ability to plan, initiate, develop, and evaluate special library programs and services;
- Must be a detail-oriented self-starter that takes initiative;
- Must be able to maintain a positive attitude and professionalism;
- Ability to express ideas and information verbally and in writing;
- Must possess good communication, teaching, and presentation skills;
- Strong writing and editing skills with an ability to provide clear and concise instructions;
- Excellent computer skills and proficiency with Microsoft Office products especially Microsoft Excel and Word;
- Ability to work independently in the absence of supervision;
- Ability to work productively in a fast-paced environment with shifting priorities;
- Ability to set priorities and manage multiple priorities;
- Ability to resolve public concerns and difficulties using tact, courtesy, and good judgment;
- Ability to understand and implement library policy and procedures;
- Ability to foster a collaborative environment with and lead teams and people of diverse backgrounds;
- Ability to manage, direct and coordinate the work of supervisory, professional, and technical personnel;
- Ability to select, supervise, train and evaluate staff; provide administrative and professional leadership and direction and recommend and implement goals, objectives, and practices for providing effective and efficient administrative services;
- Ability to assess community needs and trends, project future demographic changes and resulting needs, develop long-range strategies for programs;
- Must be able to travel to work at all library locations and other locations in the city, often at multiple locations throughout the day and week

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, sit, and talk or hear. The employee is required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Packing and loading of materials and books will be required.
- Tasks may involve lifting and/or moving 15-44 pounds on a regular basis and driving between library sites and outreach locations.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and visual acuity to read computer screen and perform various detailed work.

## **Kind of Examination**

Candidate must qualify for the City of New Orleans Librarian III register

## **Direct reports**

Librarian I or IIs and/or assistants, technical and clerical personnel