



Nottoway County Public Library System Library Programs Provider

The Nottoway County Public Library System seeks an energetic individual with customer service skills who is motivated to support library services by providing innovative programming for residents at each branch location. Working up to 20 hours/week, the candidate will create and present library programs to meet the needs of the public and will represent the library at community events. Flexible schedule and reliable transportation are required. Return your cover letter and resume to the Nottoway County Administrative Offices. Pay scale is based on qualifications. This position is open until filled.

Responsibilities

Responsible for the provision of a variety of activities and events. The Programs Provider is under the supervision of the Library Director.

Special Requirements

- Ability to work well with the public, communicating effectively and dealing with all patrons tactfully and courteously.
- Willingness to support Library initiatives for reading for pleasure, independent lifelong learning, and the Library as a community center.
- Ability to perform duties and complete tasks requiring adherence to standards of accuracy, timeliness, and confidentiality.
- Ability to work evenings and weekends.
- Ability to work without supervision.
- Ability and willingness to stay current with trends and new procedures affecting Library services.

Specific Competencies

- Develops and maintains effective relationships with others to achieve common goals.
- Applies effective strategies to manage organizational politics, conflict and difficult coworker behaviors.
- Assists users with choosing reading, viewing and listening choices.
- Applies customer service skills to enhance the level of user satisfaction.
- Applies effective techniques to address difficult situations with users.

Competencies (cont).

- Anticipates and adapts to change and challenges effectively.
- Manages the development of one's own learning and ongoing improvement of skills and knowledge.
- Demonstrates ability to meet information-seeking needs of users.
- Provides informal instruction and assistance to build skills of library users.
- Works with parents, caregivers and other adults who serve children.
- Determines the particular needs of each target audience and designs and implements a variety of programs and services appropriate to them.
- Provides programs and services that enhance literacy, reading and STEM (science, technology engineering and mathematics) skills
- Uses appropriate strategies to evaluate services, and uses the results to improve future services
- Promotes the library's programs to the community with marketing efforts
- Coordinates collection development efforts in support of programming
- Demonstrates creativity, openness to new ideas, and knowledge of a variety of tools and techniques.
- Understands and employs basic budget concepts and works within the given budget.

Additional Duties

- Represents the Library at community events and outreach activities, as needed.
- Attends Staff Meetings.
- Participates in training workshops and/or other continuing education opportunities that relate to job duties and/or the improvement of necessary skills.
- Reports supply inventory needs to the Library Director in a timely fashion.
- Creates materials to promote programs in a variety of formats
- Performs other duties as needed or assigned.