



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 direct supervision of the Library Director.

Special Requirements

- Ability to work well with the public, communicating effectively and dealing with all patrons tactfully and courteously
- 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 to stay current with trends and procedures and manage the continuing development of one's own learning

Specific Competencies

- Develop and maintain effective relationships with others to achieve common goals
- Apply effective strategies to manage organizational politics, conflict and difficult coworker behaviors
- Assist users with choosing reading, viewing and listening choices
- Apply customer service skills to enhance the level of user satisfaction
- Support Library initiatives for reading for pleasure, independent lifelong learning, and the Library as a community center
- Apply effective techniques to address difficult situations with users

Competencies (cont).

- Anticipate and adapt to change and challenges effectively and demonstrate creativity, and openness to new ideas
- Demonstrate ability to meet information-seeking needs of users
- Provide informal instruction to build skills of library users, particularly those relating to literacy and STEM (science, technology engineering and mathematics)
- Determine the interests and needs of each target audience and design and implement programs and services appropriate to them
- Use appropriate strategies to evaluate services, and use the results to improve future services
- Coordinate collection development efforts in support of programming
- Understand and employ basic budget concepts and works within the given budget.

Additional Duties

- Represent the Library at community events and outreach activities, as needed
- Report supply inventory needs to the Library Director in a timely fashion
- Create materials to promote programs in a variety of formats
- Perform other duties as needed or assigned