

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone:

2. Class Title (i.e. payroll title):

Library Program Coordinator

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Jane Roughen

Library Community Services Manager

Work Phone: 266-8685

5. Department, Division & Section:

Library

6. Work Address:

201 West Mifflin St.

7. Hours/Week: 38.75

Start time: Varies

End time: Varies

The incumbent may be expected to attend events and provide presentations outside the normal work schedule, including evenings and weekends.

8. Date of hire in this position:

vacant

9. From approximately what date has employee performed the work currently assigned:

vacant

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10. Position Summary:

This is responsible professional and administrative work in the development, promotion, coordination, implementation, and evaluation of community events, programs and outreach activities for Madison Public Library. The work involves responsibility for identifying community needs, coordinating program development and developing and maintaining community relations and marketing activities. This work involves a wide range of public contacts and coordinative and procedural activities and is performed independently and collaboratively relative to determining the nature, timing and location of programming or outreach activities; working with presenters and community partners; developing funding sources; establishing promotional methods; and interpreting, explaining and applying Library policy, strategic initiatives and procedures. The work is performed under the general direction of the Library Community

Services Manager and often involves operational situations that require immediate action and decision-making, coordination of multiple tasks, collaboration with other units inside and outside the agency and maintenance of high standards of customer service.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 30% A. Develop and implement community cultural and educational events relevant to the vision and mission of Madison Public Library.
 - 1. Identify and catalog the needs and desires of all ages for learning, creating and socializing to draw the community to the Madison Public Library.
 - 2. Develop and maintain community relationships and explore new community partnerships for Madison Public Library programming.
 - 3. Increase educational opportunities at the library by developing a variety of lectures, workshops and hands-on training sessions available for people of all ages in the community.
 - 4. Secure and schedule performers, presenters, educators and artists in order to provide diversity in program offerings.
 - 5. Develop, implement and oversee evening and weekend programs.
 - 6. Work with various branches to coordinate the delivery of programming.
 - 7. Identify successful programs and recommend the program for other branches as appropriate.
- 25% B. Coordinate activities relevant to community performances/residencies.
 - 1. Negotiate fees with vendors and instructors for programs and activities.
 - 2. Identify and encourage the contributions of community-based agencies and private sector organizations to Madison Public Library programming.
 - 3. Conduct fundraising activities.
 - 4. Work cooperatively with other staff and community partners to implement special programs, series or events.
 - 5. Manage presentation logistics for scheduling and space; arrange for setup and equipment. Negotiate and resolve conflicts of space and equipment.
 - 6. Provide recognition and appreciation of presenters.
- 25% C. Promote community events: build an audience of constituency for library programs.
 - 1. Coordinate marketing and promotion in the agency, including developing promotional materials, publicize programs and services through appropriate media, community groups and/or newsletters.
 - 2. Respond to media requests.
 - 3. Coordinate electronic media recording of events.
- 10% D. Provide assistance to the Community Services Manager for a variety of public relations and outreach projects for Madison Public Library.
 - 1. Perform and coordinate portions of various library projects, especially as they relate to event coordination.
 - 2. Plan and carry out evaluation of specific events and initiatives and of overall program.
- 10% E. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Working knowledge of planning, program administrations, negotiations, marketing, promotions and evaluation principles, techniques and methods applicable to public libraries, community programming and customer relations. Working knowledge of the resources and operations of Madison Public Library's nine locations. Working knowledge of practices and procedures relating to the establishment and oversight of community programming, event production and public and media relations. Working knowledge of basic budgeting and recordkeeping procedures and practices. Knowledge of the tools, equipment and services applicable to the library, and in conjunction with community partners/presenters. Ability to use word processing, spreadsheets and database software applicable to the work. Ability to plan, organize and schedule activities in an effective, yet flexible and variable manner. Ability to coordinate and oversee the

activities of staff and volunteers. Ability to manage multiple projects and tasks simultaneously and to give considerable attention to details. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relations with groups, volunteers, the media, co-workers, City staff, library customers and other members of the public and business communities. Ability to obtain materials and program information. Ability to prepare effective written and oral presentations and funding applications. Ability to maintain necessary records and prepare complete, accurate and concise reports. Ability to work effectively and communicate with persons of various ages and socioeconomic and ethnic backgrounds. Ability to work independently and make sound decisions with relatively little supervision. Ability to interpret, explain and apply Library, facility and program regulations, policies and procedures. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Possession of a valid Wisconsin driver's license or the ability to meet the transportation requirements of the position.

15. Physical requirements:

Employees in this position must be able to lift/carry objects weighing up to 50 pounds (equivalent to a box of books) frequently and must be capable of pushing wheeled carts of books and other materials weighing up to 200 pounds onto and off elevators, across carpeted areas and onto loading docks for up to one hour, four times per day. In addition, they must be able to frequently stand, walk, bend, kneel, stop, reach overhead and repeatedly lift books weighing up to three lbs.

16. Supervision received (level and type):

General

17. Leadership Responsibilities:

This position: ☐ is responsible for supervisory activities (Supervisory Analysis Form attached).
☐ has no leadership responsibility.
☒ provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

☐ I prepared this form and believe that it accurately describes my position.
☐ I have been provided with this description of my assignment by my supervisor.
☐ Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- ☒ I have prepared this form and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- ☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- ☐ Other comments (see attached).

Jane Roughen
SUPERVISOR

1-23-13
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.