Do you love helping people? Do you love presenting and teaching others new skills? The Upper Arlington Public Library Media Services department is seeking a tech-savvy, curious, and customer service oriented full-time programmer to plan and implement innovative technology programming. This role will also be responsible for coordinating and presenting our music and movie programming. This position will work closely with the Technology and Media Librarian and other departments to support system-wide programming at UAPL. You’ll also be working with patrons at our Media Services desk to help them find materials of interest and assist with the upkeep of the Media Services collection.

Please refer to the job description and schedule below for more details about this position.

Job Summary:

1. Plans programs for library patrons; promotes programming through a variety of means. Participates in the operation of a public service department. May assist with maintaining the collection and special services.
2. Essential Functions:
3. Designs, develops, and produces programs that reflect the diverse interests of patrons with direction from department or branch manager. Coordinates activities with the Marketing and Community Relations department and other public service departments and library branches.
4. Coordinates the marketing of library programs with the Marketing and Community Relations department.
5. Responsible for all aspects of library-sponsored programming including meeting rooms, equipment, supplies, funding, and paperwork.
6. Provides patron assistance; monitors and provides guidance to patrons in the use of library facilities, services, and computer equipment. Instructs patrons on the use of computer-based library catalog and computer programs.
7. Promotes and educates patrons on the use of online resources such as the library catalog and digital resources.
8. Assists patrons using their personal devices using library materials.
9. Responds to reference questions using all formats available and performs reader’s advisory.
10. Assists in the development of reader’s advisory tools including booklists, bibliographies, and displays.
11. Assists with collection maintenance including weeding and repairs.
12. Serves on library committees as assigned.
13. Follows library safety and emergency procedures.
14. Reports maintenance and safety issues to supervisor and/or Facilities personnel.
15. Performs other duties as assigned.
Required Knowledge, Skills, and Abilities:

- Knowledge of library policies, practices, and procedures preferred.
- Knowledge of reader’s advisory and basic reference tools preferred.
- Effective customer service and interpersonal skills, including the ability to communicate verbally and in writing in English.
- Proficiency in word processing, spreadsheet, and database programs.
- Competent in the use of Windows-based computer programs.
- Valid Ohio driver’s license and proof of insurance.

Education and Experience:

- Bachelor’s degree required.
- Two or more years programming experience in a library/educational setting preferred.

Physical and Environmental Conditions:

- The work environment involves everyday risks or discomforts that require normal safety precautions typical of libraries and offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
- The noise level in the work environment ranges from quiet to moderate.
- Considerable mobility including, but not limited to, extensive periods of walking, bending, sitting, lifting weights up to 20 pounds, and pushing full book carts.
- Manual dexterity sufficient to perform general typing and computer skills.
- Calm and focused handling of interruptions and distractions.
- Periodic intense concentration and sustained viewing of a computer monitor.
- Position requires working irregular hours, including evenings and weekends.
- Some local travel by personal automobile may be required.

Hours/Schedule:
Full-time including one evening per week and one weekend per month

Compensation:
$17.22 per hour – minimum starting rate of pay

For more information or to apply for this position, visit the Career Opportunities section of our website at www.ualibrary.org.