# **Oscoda County District Library**

**Job Description: Programming Clerk, Regular Full-Time Salary**

**Salary Range: $34,750 – 38,225**

**Position Summary:** The Programming Clerk coordinates all programming for patrons at the Library.

**Duties:**

1. Performs all duties of the Library Clerk.
2. Creates monthly programming (minimum 4 per month) for adults and children.
3. Coordinates and executes the summer reading program.
4. Coordinates and executes preschool story time.
5. Coordinates and executes Oscoda County District Library Book Club.
6. Creates displays for programs.
7. Continuously searches for grants for the Library.
8. Actively applies for grants to offset cost of programs.
9. Completes all reports necessary for awarded grants.
10. Processes payroll and bills in the absence of the Library Director and/or Assistant Director.
11. Performs other related duties as requested by the Library Director and/or Assistant Director.

**Knowledge, Skills, Experience, and Training:**

* Position requires a two-year degree and appropriate work experience OR current coursework towards such a degree.
* Completion of the Library of Michigan Beginning Workshop within six months of hire.
* Computer proficiency and the ability to work well with the public is required.
* Experience in successful grant writing.
* A valid driver’s license is required.
* Knowledge of the community in which the Library is located and an understanding of the true nature of rural and/or small communities and their libraries is beneficial.
* Ability to work with co-workers and the public.
* Ability to accept supervision and correction on a regular basis.
* Other training as requested.

**Supervision:**

* Works under the supervision of the Library Director and/or Assistant Director.

**Supervisory Function:**

* Regular part-time hourly employees
* Irregular employees
* Volunteers

**Environmental Conditions:**

* General office environment with frequent public contact.
* Majority of this position is inside.
* Travel to the Branch Library may be required.
* Occasional travel to workshops out of the immediate area may be required.
* Must be available for Saturday or evening working hours.

**Physical/Mental/Visual Effort:**

* Requires standing, sitting and bending for periods of time.
* Some lifting required – may be up to 35 pounds.
* Periods of sustained computer work required.

**Tools and Technologies Used:**

* Knowledge of typing, calculator, copy machine, computer, television, VCR/DVD player, Internet.
* Knowledge of specific software include Microsoft Office Suite, Quickbooks, library automation software, and interlibrary loan software.
* Keyboarding, writing, filing, sorting, shelving and processing skills are required.

**Note:**

* This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.
* The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

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