

Revised 2/2020

JOB DESCRIPTION  
BEAUREGARD PARISH LIBRARY

POSITION: Programming & Outreach Services Supervisor, Non-exempt

RESPONSIBILITIES: Supervises programming department and outreach services, provides programs for adult patrons. **Performs other duties as assigned.**

DUTIES:

- Directly supervises YA & Children program coordinators. Fills in for these positions as needed. Guides these areas to maintain trajectory with current strategic plan & insure policy compliance.
- Directly supervises homebound and similar programs and Outreach Assistant.
- Designs / plans appropriate programs within library's resources, tying themes to library collections.
- Meets with direct-reports & PR/Marketing at least monthly for departmental planning
- Knows and explains library policy to direct-reports and patrons, as needed
- Completes reports and checks lists as assigned.
- Provides PR Coordinator with outline of upcoming programs & details for promotion. Provides content for promotional materials (including newsletters, calendars, website, etc.) when requested
- Provides feedback and annual performance evaluations for all direct-reports
- Performs demonstrations and presentations of library services when needed
- Proposes new service / program ideas to supervisor; Executes approved service / program ideas, delegating as appropriate
- Provides departmental budget requests annually; maintains budgetary controls within department
- Orders supplies for programming dept., staying within budget and following organization's procedures & policies
- Prepares for summer and other extended programs in advance
- Meets requirements for funding opportunities (DAF, etc.) as needed
- Attends training sessions and professional development opportunities as needed.
- Other duties as assigned

QUALIFICATION:

Associate degree (minimum) in related field and 3 years increasing responsibility – including experience supervising employees – required. Public library experience strongly desired. Ability to give and follow verbal and written instructions, computer skills, ability to work variety of equipment, ability to work with others as a team member, ability to work pleasantly and with tact required. Ability to multi-task, critical thinking skills, analytical abilities and attention to detail are required. Must meet Essential Library, Public Services, and key Library Management, key Technology competencies as defined in the Competency Index for the Library Field (2014). Must possess valid driver's license, clean driving record, and ability to safely operate motor vehicles. Must pass background check.

WORKING CONDITIONS:

Largely indoor / office conditions. Requires ability to sit & stand for extended periods; walking, bending, and lifting up to 50 lbs. Occasional intra-parish travel required.

HOURS: 40 per week

BEGINNING SALARY: Level 22; \$15.35 - \$16.53 per hour, based on experience and qualifications

SUPERVISOR: Director

Beauregard Parish Library is an Equal Opportunity Employer