Title: **Program Assistant – Staff Development**
Dept: **Strategy**
Reports to: **Various supervisors and managers**
Job Code Number: **10808**
Grade Number: **10, Represented Effective**
Date: **Revised January 2019**
FLSA Status: **Non-exempt**

**General Position Summary:**
This is a temporary one-year, part-time (20 hours a week) special assignment opportunity to help support the Page Fellowship Program and to focus attention on internal diversity and equity efforts.

Reporting directly to the Human Resources Manager, the Special Assignment position will work with Human Resources staff and branch library supervisors in recruitment, interviewing, hiring, coaching and supporting Page Fellows as well as assisting the HR Department in creating opportunities and solutions to promote and increase cross cultural competence, workforce diversity and an inclusive KCLS environment.

At the end of the temporary assignment the internal staff member selected will return to their former position and role.

**Essential Duties/Major Responsibilities:**
The successful candidate will have/be:

1. In a position that can be back-filled with existing organization resources. Employees in twenty (20) hour positions are encouraged to consider the opportunity and apply.
2. Strong relationship to the Page Fellowship Program or direct experience with having been a Page Fellow.
3. Culture design or transformational experiences highly preferred.
4. Demonstrated ability to work with a high level of discretion and maintain confidentiality.
5. Effective interpersonal abilities.
6. Excellent evaluation and problem-solving skills.
7. Capable of learning the skills and best practices of interviewing, hiring, and coaching.
8. Able to provide fair and impartial counsel, with an ability to work through sometimes complex interpersonal challenges.
9. Institutional knowledge of KCLS.

**Core Competencies:**

**Valuing Diversity**
Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.
Customer Focus
Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Ethics, Values and Judgement
Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization’s values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

Professional and Technical Knowledge
Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

Interpersonal Savvy
Relates well to all kinds of people at all levels, both internally and externally; builds appropriate relationships; interactions are often purposeful and constructive.

Communicates Effectively
Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

Teamwork/Collaboration
Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member’s strengths and differences.

DESIRED MINIMUM QUALIFICATION:

Education and Experience:

- Strong relationship to the Page Fellowship Program or direct experience with having been a Page Fellow.
- Culture design or transformational experiences highly preferred.
- Demonstrated ability to work with a high level of discretion and maintain confidentiality.
- Effective interpersonal abilities.
- Excellent evaluation and problem-solving skills.
- Capable of learning the skills and best practices of interviewing, hiring, and coaching.
- Able to provide fair and impartial counsel, with an ability to work through sometimes complex interpersonal challenges.
- Institutional knowledge of KCLS.

SPECIAL REQUIREMENTS
None.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is changing tasks depending upon the shift and will in most cases occasionally stand and walk and up to constantly sit. Will occasionally reach up or down and frequently reach out. Neck rotation may be up to occasional. Constantly using hands in conjunction with finger use and up to frequent keyboarding, this handling or keyboarding may be repetitive up to frequently. Up to occasionally operating foot controls. The employee will seldom lift up to 20 lbs. Employee will seldom push/pull carts and wheeled equipment with light force.

WORK ENVIRONMENT

Work is performed in a normal office environment. Work typically involves extensive close work (eyestrain), PC monitoring, and may require constant or frequent sitting.

Advancement Possibilities: (depending on qualifications)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: ________________________

Director of HR