

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Public Programming Coordinator**

Dept: **Youth and Family Services**

Reports to: **Youth and Family Services Manager**

Effective Date: **Revised January 2021**

Job Code Number: **10462**

Grade Number: **18, Represented**

FLSA Status: **Exempt**

General Position Summary:

Plan and coordinate library system-wide public programs and promotional events. Secure and coordinate appearances by outside speakers and authors. Work with the Community Relation and Marketing Director and Children's/Teen/Adult Coordinators to ensure programs meet library goals and objectives. Establish relationships with museums, organizations, and businesses to broaden the range of programs offered by the library system.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Develop, coordinate, evaluate, and publicize over 700 adult, young adult and children's programs each year.
2. Negotiate author appearances with publishers, coordinate and schedule author appearances with the libraries and coordinate other events related to author promotion. Host and travel with guest authors. Manage Public Performance Rights requests.
3. Develop and maintain partnerships/relationships with area museums, government agencies, businesses, art agencies and city Parks and Recreation departments to provide a broader range of programs. Represent KCLS in a professional manner.
4. Recruit, coach and evaluate outside program providers.
5. Write copy and plan for promotional material for events. Participate in all special events and promotion committees to ensure programs are appropriate for the event.
6. Provide overall supervision to staff including their selection, training and development, performance assessment, work priorities and other human resource issues.

Secondary Duties:

1. Perform other related duties as required or as assigned.

Core Competencies:

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.

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 from differences.

Ethics, Values, and Judgment

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional & 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 foster personal success and connections for others.

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.

Decision Quality

Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

Organizing and Planning

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

Accountability

Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in community or public relations, public administration, journalism, marketing, or a related field
- Five or years of community relations and marketing related experience; library experience preferred.

SPECIAL REQUIREMENTS

Valid Washington driver's license.

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 50 lbs. Employee will seldom push/pull carts and wheeled equipment with light force.

WORK ENVIRONMENT

Duties are typically carried out in an office setting with programs typically occurring in a library setting. Work involves constant sitting and extensive close work (eyestrain). Work involves a varied schedule with frequent evening and early morning meetings.

Advancement Possibilities:

Open depending on education and experience

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