

**Spirit Lake Public Library**  
**Programming Librarian/ Assistant Director**  
Full Time

**DESCRIPTION OF WORK**

Manages the programming department of the library, which includes all ages. Liaises with other staff about programming initiatives. Carries out special projects as assigned. Performs duties of the director in the director's absence.

**REPORTING RELATIONSHIPS.0**

Supervision Received - Library Director

Supervision Exercised - Volunteers

**ESSENTIAL FUNCTIONS OF THE JOB**

**Programming Responsibilities**

- Plan, present, and evaluate programs for children, teens, and families, such as storytimes, book clubs, STEAM activities, and summer reading initiatives.
- Plan, present, and evaluate programs for adults, such as workshops, book clubs, author visits, and presentations related to adult interests..
- Plan, prepare, and execute a summer reading program for all ages.
- Coordinate with area libraries to bring in outside presenters.
- Promote library programs and services through outreach, social media, and community partnerships.
- Manage the expenditure of the programming department budget with oversight from the director.
- Collaborate with schools, childcare centers, and youth organizations to support literacy and learning.
- Maintain knowledge of current trends in library programming, literature, and technology.
- Assist patrons in using library resources, including the catalog, databases, and digital media services.
- Provide technology assistance to patrons using computers, e-readers, and mobile devices.
- Create a welcoming, inclusive, and safe environment for all ages.

### Administrative Responsibilities Related to the Role

- Act as Person in Charge during Director absences, making operational decisions and representing the library as needed.
- Assist with grant writing, fundraising activities, and donor relations.
- Ensure compliance with library policies, local regulations, and professional standards.
- Serve as liaison to Friends of the Library and community organizations as assigned.
- Participate in library staff meetings, committees, and professional development opportunities.

### ADDITIONAL EXAMPLES OF WORK PERFORMED

- Perform general circulation duties efficiently including: shelving, check-in, check-out, and processing reserves and renewals.
- Process applications for new library cards and answer account related questions promptly and courteously.
- Provide technology support for customers on a variety of platforms including library computers and personal devices such as tablets, laptops, or smartphones.
- Handle disruptive situations calmly and quickly.
- Represent the library at programs, outreach events, and other community events.
- Complete other duties as assigned.

### MINIMUM QUALIFICATIONS

- Graduation from high school or equivalent.
- Customer service experience, preferably in a library or other public facing environment.
- Proficiency with Microsoft Office or Google Workspace and computer troubleshooting.
- Ability to communicate effectively with people of diverse backgrounds and ages.
- Strong attention to detail and organizational skills.
- Excellent verbal and written communication skills.
- Ability to learn and apply library policies, procedures, and cataloging or circulation systems.
- Flexibility to adapt to changing priorities and technologies.
- Willingness to work evenings and weekends.
- Willingness and ability to travel independently to local outreach sites

### PREFERRED QUALIFICATIONS

- Bachelor's degree in education, literacy studies, reading education, or closely related field (preferred but not required), **or relevant job experience.**
- Experience working with kids or other educational programming.
- Director Endorsement certification from the State Library of Iowa or ability to obtain within 2 years of hire.

### PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

- Ability to lift, carry, push, and pull library materials, book carts, and supplies—typically up to 25–40 pounds.
- Ability to reach, bend, stoop, squat, and stretch to retrieve and shelve materials at various heights.
- Ability to stand and walk for extended periods.
- Manual dexterity and fine motor skills to handle books, keyboarding, and small objects.
- Visual and auditory ability to read labels and computer screens and to hear patrons or staff during normal interactions.
- Ability to operate standard library and office equipment such as computers, barcode scanners, printers, and copiers.

### WORK ENVIRONMENT

Work is typically performed in a library setting with frequent contact with the public, including children and teens. May involve occasional exposure to dust or cleaning products used in routine library maintenance. Administrative duties are performed in an office environment.

### COMPENSATION & BENEFITS

Starting Pay: \$22.82 per hour with a yearly stepped pay scale and cost of living increases.

Benefits: 100% employer-paid health and dental insurance premiums for single person and family coverage.

Ready to make a difference in Spirit Lake? Apply today to help us inspire literacy and lifelong learning in our community!

### DISCLAIMER

This job description is not intended to be all-inclusive of the duties and responsibilities of the position. It does not constitute an employment contract and may be modified as necessary.