

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB032 Programming Manager
POSITION #/TITLE: 0556 Programming Manager	Adopted: 07-97
	Revised: 05-14

POSITION DESCRIPTION

Dept: Cedar Rapids Public Library	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade:
Reports To Position #/Job Code #/JC Title: 0565/NB106/Library Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Supervises and coordinates the operations and activities of the Programming Department of the City's public library; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of employees within the Youth Services Department.

Examples of Essential Work (Illustrative Only)

Manages and supervises programs, events and outreach services by coordinating and communicating with staff to ensure employees create a pleasant, customer-friendly experience for patrons at the library and in the community;

Develops strategic and tactical plans for departmental resources to best meet the library's mission and strategic objectives;

Oversees and prioritizes scheduling of library programs, special events, and outreach opportunities;

Cultivates and works closely with community partners who share a common customer with the library;

Serves as liaison with community groups and identifies and analyzes emerging community issues and needs to determine direction for programs, outreach and events;

Develops goals, plans, programs, services and procedures for the Programming Department of the library;

Continually evaluates programs & outreach by reviewing usage patterns, circulation and community demographics;

Provides leadership and fosters a participatory culture that is open, positive, and supportive. Encourages employees to be accountable for their work and take ownership in their performance, development, and accomplishments;

Interviews, hires, trains, assigns, directs, motivates and evaluates the performance of programs, events and outreach staff;

Communicates goals and strategic priorities to staff;

Communicates with supervisors, employees, volunteers, other departments, vendors, services providers and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems;

Collects and prepares reports for programming, events and outreach services;

Implements new policies, procedures and best practices consistent with the Library's mission, goals, objectives, and vision;

Develops and maintains an awareness of new literature, technologies, trends and advances in the profession; participates in related professional activities and meetings;

Effectively and efficiently assists with managing budgets for the department;

Develops projections of resources and personnel necessary to meet established goals and objectives;

Works closely with other library management to assure services are responsive to patron needs;

Negotiates, resolves, and communicates with customers;

Employs innovations including tools and practices to produce and effective and efficient operation;

Conducts classes and programs for patrons;

Coordinates with the library director, Friends of the Library, and Library Foundation to identify grant and funding opportunities to support library programs;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of Youth and Adult Services processes, policies, and procedures;

Thorough knowledge of managerial policies, practices and controls related to the management of a Library Department;

Thorough knowledge of participatory library models

Thorough knowledge of library programming design and delivery

Good knowledge of the library's primary software (ILS) and related 3rd party products – sorter, self-checkout, and cash register interface;

Good knowledge of computer applications relevant to the delivery of programming and library services including but not limited to Microsoft Office suite and information databases

Good knowledge of state of the art library practice especially as it relates to the customer to staff relationship and service delivery;

Good knowledge of Teen and Children's collections and collection development practices;

Good knowledge of community and political wants, needs, processes and procedures that affect public

Good knowledge of the Internet and library databases;

Good knowledge of the Dewey Decimal System of classification;

Ability in designing, preparing, promoting, implementing delivering and evaluating programs.

Ability to establish and maintain effective working relationships with coworkers, officials, contractors, volunteers, community organizations and the general public;

Ability to manage, coordinate and evaluate the work of others;

Ability to provide clear, concise oral and written communication;

Ability in persuasion and negotiations;

Ability to make effective public presentations;

Ability in organizational development, team building, and group processes;

Ability to work under pressure in a public area;

Ability to lead, motivate, train, organize, prioritize, supervise, and evaluate the work of others;

Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions;

Ability to operate a computer using program applications appropriate to assigned duties and responsibilities;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks.

Ability to creatively solve problems, negotiate and handle stressful situations in a positive manner.

Ability to multi-task and prioritize.

Ability to work effectively with diverse constituencies.

Ability to work under minimal supervision.

Willingness and ability to work a flexible schedule including some evenings and/or weekends.

Willingness and ability to create user-centered library services, making decisions and acting with the expectations, requirements and the best interest of the internal and external customer in mind.

Ability to create and contribute to an environment of collaboration, one that promotes open dialogue and engenders strong morale.

Ability to negotiate on behalf of the library to foster and develop strong and valuable library partnerships within the community.

Ability to apply principles of library science and demonstrate persistence with solving practical problems in situations where only limited standardization exists.

Acceptable Experience and Training

Graduation from an American Library Association program with a Master's Degree in Library Sciences; and;

Considerable supervisory experience in a medium or large library environment; and

Experience organizing all aspects of a program and delivering program, events or outreach services in a library, educational institution, community non-profit or adult learning organization;.

Required Special Qualifications

Iowa State Library Certification (Level 6) preferred.

Bilingual preferred.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to review a wide variety of written reports and other materials in both hard copy and electronic form;

Sufficient manual dexterity, which permits the employee to operate a computer keyboard and process library materials;

Sufficient personal mobility, which permits the employee to monitor and supervise library operations and to attend meetings at various locations.