



Yakima Valley Libraries
102 N 3rd St • Yakima, WA 98901 • 509.452.8541 • www.yvl.org

TITLE: Regional Programming Coordinator

FLSA: Non-Exempt

Location: Sunnyside Community Library

Posting Date: November 30th, 2022

Closing Date: Open Until Filled

Wage: \$20.86

Grade: 7

Reports To: Zone 5&6 Manager

Hours per Week: 40

Schedule: Working hours are subject to change, will be scheduled according to the needs of the library, and may include variable days, evenings, and weekends.

Apply: Electronic applications are available online at www.yvl.org or may be obtained at any YVL location and submitted to any Yakima Valley Library, fax to HR at 509-575-3403 or mail to:

Human Resources, Yakima Valley Libraries, 102 N. Third Street, Yakima WA 98901

Contact: Human Resources; (509) 575-3433 or hr@yvl.org

Minimum Qualifications

1. Bachelor's Degree in Library Science, Early Childhood Education, Education, or related field.
2. One year of public library work or work in related field.
3. Bilingual (English/Spanish – read, write, and speak) preferred, and may be required, depending on geographic service area needs.
4. A valid Washington driver's license.

Job Purpose and Summary

Performs a variety of general and specialized professional library work with focus on programming and community engagement. Responds to information, reference, and reader's advisory questions; participates in maintaining assigned collection materials; provides instruction in the use of Library resources; and performs other specialized duties relative to area of assignment. Will uphold the concept of Intellectual Freedom, based on the First and Fourth amendments to the US Constitution, which affords all library users the right to seek

and receive information on the subject of one's interest without examination or scrutiny by others.

Supervision Received and Exercised

Receives general supervision from assigned management staff. May exercise functional, technical, and professional supervision and/or lead responsibilities over paraprofessional, technical, or volunteer staff.

Essential Duties and 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. Welcomes and serves patrons of the library using high quality customer service practices. This includes: greets customers sincerely, speaks in a friendly manner, welcomes and serves patrons without regard to race, color, religion, gender, sexual orientation, national origin, perceived or real disability, age, ancestry, or other characteristics; acknowledges patron's presence as soon as possible, even if occupied; does not communicate any value judgment when interacting with patrons, and verifies that patron's needs are met.
2. May at times have unsupervised access to children under the age of 18 or a vulnerable adult or person.
3. Assists with relevant services and programs, and engages with the community and special population groups through multiple delivery methods.
4. Provides and responds to in-depth readers' advisory, informational and specialty service questions. Provides depth of knowledge in specialty area or skill set such as children's, teen and adult services. Assists and educates patrons in the use of library technology resource
5. Participates in maintaining assigned collection materials, which may include selection and weeding.
6. Develop and implement Library programs, conduct tours and school visits to encourage community use of the libraries.
7. Initiates and assists in projects that promote the services of the Library; may act in a leadership role for a variety of projects and tasks.
8. Identifies and stays current with YVL service areas and understands their informational needs and interests. Plans and organizes information for use by unique population groups. Identifies future needs and trends for information services.
9. Promotes, educates and supports Intellectual Freedom principles with staff and patrons. Resolves related concerns or redirects to appropriate source.

10. Under the direction of the Managing Librarian, works closely with staff to ensure excellence in informational and readers' advisory services. Mentors, trains, and models performance for other staff.
11. May perform opening and closing duties as assigned.
12. May gather, analyze and report on statistical information about database use, program attendance, reference statistics or other metrics.
13. Creates and provides relevant and timely communications.
14. Attends meetings and participates in professional associations and activities as assigned; reads professional journals and publications; reviews current information and trends in public library services.
15. Under fills for any subordinate position as needed.
16. Performs other duties as assigned

Knowledge of:

1. Current public library operations, functions, programs and services.
2. Customer service standards and protocols.
3. Departmental policies, procedures, and service standards.
4. Knowledge of a wide variety of reference sources, authors, literature, publishers and publications.
5. Knowledge and support of the principles of intellectual freedom.
6. Knowledge of search strategies including use of the Internet, database information retrieval and classification systems.
7. Principles of intellectual freedom and the Library Bill of Rights.
8. Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing, spreadsheet, office productivity, and other personal computer applications, emailing systems, databases and web-based searching.

Skill in:

1. Using excellent interpersonal skills in a variety of situations and with a diverse library customer and staff population.
2. Facilitating the delivery of high-quality, customer-focused library services to customers.

3. Coordinating and performing a variety of professional librarian functions.
4. Working effectively, with a teamwork orientation, in daily activities as well as addressing problems and unique situations.
5. Using independent judgment and making good decisions when resolving problems relating to patrons/public.
6. Listening to, understanding and interpreting the concerns of patrons.

Final

Ability to:

1. Gain thorough knowledge of Yakima Valley Libraries' policies, procedures and programs.
2. Clearly, succinctly, and effectively communicate ideas and thoughts, both verbally and in writing, with a diverse population. Adapt to changing needs, recognize and set priorities, and plan, coordinate and organize own work.
3. Use diplomacy and tact to establish and maintain relationships with patrons and staff.
4. Operate with a minimum of supervision and work collaboratively in a team environment to find solutions to problems.
5. Operate relevant computer systems, including the integrated library system, hardware, software and office machines.
6. Use resources and current library and office technologies relevant to the job duties.
7. Able to work any day the library is open, including evenings and weekends.
8. Obtain and maintain a valid Washington driver's license.
9. Attend work on a regular and dependable basis.

Work Environment and Physical Demands:

1. Normally seated, standing or walking at will.
2. Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion. Pushing/moving library materials weighing up to 120 pounds with mechanical assistance, such as cart or dolly upon occasion.
3. Keyboarding and working at a computer monitor for extended periods required.
4. Phone usage, reading, speaking, and listening required.

5. Interaction with library system staff, library customers, other libraries, agencies and organizations, will be necessary to provide and receive information.
6. Some early morning, evening and weekend work may be required.