

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Public Programming Coordinator**

Dept: **Community Relations and Marketing**

Job Code Number: **10462**

Reports to: **Director of Community Relations
and Marketing**

Grade Number: **18, Represented**

Effective Date: **August 2011**

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.
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.

Communication:

The position has on-going contact with the KCLS staff members, outside program providers, publishers, authors, and the public. Contacts regularly contain confidential or sensitive information necessitating discretion.

Initiative:

The position develops and coordinates public programs for the entire organization. The position sometimes designs new programs or concepts and solves problems that may have an impact across the entire library system. Generally, the position operates from established and well-known procedures but needs to develop practices and procedures for the department on occasion. The position involves a high degree of complexity and the ability to manage multiple tasks and priorities. The position operates independently with a minimum of supervision. The position frequently encounters new and varied work situations. Decisions are typically made within broad interpretation of applicable laws and governmental guidelines.

Accountability:

The position encounters frequent interruption requiring maximum flexibility. The position is accountable for a wide range of programs with a system wide impact and is instrumental in preparing operational and strategic plans for the department. Decisions typically made by this position have far reaching effects across KCLS. Work is checked by a supervisor on an exception basis.

Leadership:

The position is responsible for mentoring as a manager and takes a leadership role in modeling and promoting KCLS values across the organization and as a representative of the organization in the community.

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.

Necessary Knowledge, Ability, and Skills:

- Extensive knowledge of library operations, functions, and services provided.
- Thorough knowledge of public relations practices.
- Some knowledge of the community and area museums, government agencies and businesses.

- Working knowledge of childhood education and age appropriate children's literature.

Ability to:

- Represent KCLS in professional manner at a local and national level.
- Provide information in a useful, accurate and appropriate manner and format.
- Effectively communicate at all levels in the organization as well as with the public.
- Use diplomacy and tact to establish and maintain relationships with KCLS employees, outside businesses and organizations.
- Manage time effectively and organize programs and materials and remain on task despite interruptions.
- Create interesting and informative promotional materials.
- Work independently with minimal supervision.

Skill in:

- Presenting materials and public programs.
- Designing and writing promotional materials for events and programs.
- Verbal and written communication with a variety of audiences.
- Organizing and prioritizing multiple projects and tasks.
- Event and program planning.
- Negotiating with publishers for author appearances.

SPECIAL REQUIREMENTS

Valid Washington driver's license.

PHYSICAL DEMANDS

The position requires constant talking and listening and frequent sitting. The lifting and carrying requirements for the position are minimal.

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.

King County Library System
Job Description: Public Services Coordinator
August 2011
Page 4

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 Human Resources

Final: 7/31/01
Revised: 7/10/08
Final: 2008-12-08
Update: 2011-7-28