

Library Communications & Programming Supervisor – Part-time

Join our creative and supportive professional team at the Beekley Community Library in New Hartford, CT. We are actively seeking a Library Communications & Programming Supervisor for a part-time, 17 hours a week, variable shift schedule Wednesday through Saturday. Additional hours may be available on an as needed basis. Pay is \$22-25 hourly, depending on experience, without benefits. The tentative schedule would be Wednesdays-Fridays 2pm-6pm, and Saturdays 10am-3pm (Sept-May, 10am-1pm May-Aug.)

Please email your cover letter and resume along with two references to Melanie Ollett, Library Director at beekleydirector@biblio.org.

Responsibilities

- Write weekly library email updates, monthly press releases, and library newsletters accurately and concisely.
- Post upcoming library events to our social media accounts in a timely and professional manner.
- Review and refresh the library website with accurate information and current events weekly.
- Assist Library Director with monthly planning and delivery of adult library programs.
- Assist Library Director with staff training, coaching, scheduling and serve as supervisor back-up when the Director is away.
- Demonstrate a positive, service-focused attitude towards patrons and the team.
- Proactively assist library patrons by answering questions, researching information, offering technical support, new card registration, and checking out books.
- Proactively monitor the upkeep and organization of library materials, ensuring a neat, professional, and pleasant library environment.
- Shelf materials for all departments in the proper location on the carts and on library shelves.
- Maintain accurate records and/or statistics for departments as needed.
- Use online library catalog to locate materials.
- Help to maintain clean, well-organized staff office workspaces.
- Other tasks as needed and assigned.

Knowledge and Abilities

- MLIS degree required (students currently working towards this degree are encouraged to apply).
- Demonstrate a positive, flexible, can-do attitude when at work.

- Proven supervisory experience.
- Knowledge of and experience with customer service best practices (e.g., active listening, care and empathy, ownership, offering options, and timely solutions) required.
- Basic knowledge of CT local library policies and procedures needed.
- Experience creatively solving problems quickly and effectively is necessary.
- Knowledge and ability to use software such as Canva, Weebly and Square desired.
- Ability to prioritize, organize and complete multiple tasks accurately and on time.
- Proven knowledge of current library terminology.
- An inclusive mindset: able to collaborate effectively with diverse individuals and groups is essential.
- Experience adapting and embracing change in the spirit of continuous improvement required.
- Able to establish and maintain kind, friendly, and productive relationships with patrons, staff, and library Board of Directors.
- Take initiative, work well independently and be goal oriented.
- Display effective communication skills (verbal and written) and actively listen for intent.
- Open to constructive feedback and able to deliver difficult messages in a productive manner.
- Knowledge of library classification system to accurately shelve and shelf read.
- Demonstrate attention to detail, with a focus on quality results.
- Able to take and follow directions from the Library Director.
- Personal interest in continued professional development, commitment to librarianship, and a desire to collaborate with the library's volunteer Board of Directors.