



Adult Programming & Technology Services Coordinator

Wage Range

18.00-25.50 per hour

Programming Duties:

1. Develops and implements engaging and innovative programming for adults.
2. Markets adult programming events via social media, the library's website, PSAs, and through other appropriate means.
3. With the guidance of the Branch Manager manages the adult programming budget.
4. Serves as library liaison between Gunnison Library and the Gunnison Friends of the Library
5. Provides outreach at community events.
6. Writes grants and makes other funding requests as necessary to supplement the adult programming budget.

Technology Services Duties:

1. Coordinates and leads staff technology training for the library district
2. Coordinates and leads public technology training for Gunnison Library
3. Markets technology training classes via social media, the library's website, PSAs, and through other appropriate means.
4. Stays informed on emerging technology trends and library technology trends
5. Serves on the library district's Technology Committee
6. Works with the Director to evaluate, identify, recommend, and plan for future library district technology needs.

Circulation Desk Duties:

1. Assists patrons in public access catalog searches, holds, locating library materials, library technology including making computer reservations, reader's advisory and reference services by telephone and in person.
2. Assists patrons with OverDrive questions
3. Assists patrons with basic computer help
4. Registers new patrons and issues library cards; updates patron records when appropriate.
5. Maintains patron confidentiality.
6. Opens and closes library building following library procedures.
7. Checks library materials in/out and renews according to district policy.
8. Sorts and shelves library materials.

9. Collects patron fines and then records in system. Collects monies for copying, printing and faxing.
10. Processes new material.
11. Packages and processes incoming and outgoing holds for courier in accordance with CLIC's best practices.
12. Monitors use of the library.
13. Informs patrons of and enforces district library policies.
14. Answers the phone.
15. Performs other tasks assigned by Manager
16. Attends and participates in staff meetings and committees.

Miscellaneous:

1. Creates themed displays
2. Attends professional meetings to secure new knowledge and keep current with library trends as much as possible.
3. Performs other tasks assigned by the Branch Manager, including one time and ongoing projects