

**LIBRARY PROGRAM COORDINATOR PART-TIME  
15-20 HOURS PER WEEK  
(PAY RANGE \$17.86-23.21 PER HOUR)**

**GENERAL STATEMENT OF DUTIES:**

Performs complex paraprofessional library work, assists in coordinating programs for children, adults or other special groups, and assists at circulation desk.

**DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class provides library programming primarily for children, but may also include programs for adults and special groups. Duties include considerable public contact requiring tact and courtesy. Independent judgment and initiative must be used within the framework of departmental policies and procedures. This class is distinguished from the Library Assistant (Circulation) by the level of difficulty or by supervisory role or duty officer of the position. Work is performed under general supervision and is evaluated through conferences and the overall effectiveness of the program. Bilingual English/Spanish language experience preferred.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists in preparation for and in conducting story time programs for children at various locations (on and off site) which includes songs, games, flannel board stories, puppet shows, videos, and other activities centered around a theme.
- Plans for the program by selecting age appropriate themes in addition to selecting books, videos, and other activities to emphasize the theme or topic.
- Performs outreach to community agencies and businesses including occasional evening and weekend festivals off site.
- Assists in maintaining the children's library section which includes maintaining a collection of materials, assisting children with activities, programming, and field trips.
- Will require setup and taking down of tables, chairs, and other items as needed for programs.
- Serves as a liaison and resource person for teachers and parents.
- Performs related work as required and assists at circulation desk using computer programming and library software.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of the policies and procedures of a library system.
- Working knowledge of children's literature and authors.
- Working knowledge of the developmental stages of children.
- Working knowledge of various mental and physical disabilities.
- Ability to relate to a wide range of children and older adults.
- Ability to plan and present library programs effectively.
- Ability to promote interest in library services.
- Ability to supervise a small work group and/or group of children.

- Ability to communicate with others tactfully and courteously.
- Ability to maintain effective working relationships with other employees.
- Bilingual English/Spanish language experience preferred.

**MINIMUM EDUCATION AND EXPERIENCE:**

Bachelor's degree in related field, or an equivalent combination of education and experience.  
Bilingual English/Spanish language experience preferred.

**Special Requirements:**

North Carolina driver's license due to off-site work.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

Work in this position is light work but may require lifting bags or boxes of books that could weigh 20-30 pounds. An employee must be able to exert force greater than that for sedentary work; however, work is primarily indoors and light. An employee must have such visual acuity as to be able to read and write handwritten and typewritten material including being able to read a computer screen and operate a computer system. An employee in this class must be able to talk and hear in order to be able to respond to the public and other employees.

**Working Conditions:** Primary office environment, not subject to weather conditions.

**FLSA Status:** Non-Exempt subject to FLSA overtime provisions

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Description Questionnaire (PDQ). The Town reserves the right to assign or otherwise modify the duties assigned to this classification.

December 2025