

## **NORTH CHICAGO PUBLIC LIBRARY POSITION DESCRIPTION**

**POSITION TITLE:** Programming Assistant  
**DEPARTMENT:** Public Services  
**REPORTS TO:** Library Director  
**FLSA STATUS:** Non - Exempt

### **JOB PURPOSE:**

This position is responsible for the operation, and supervision of the NCPL Recording Studio; S.T.E.A.M. Lab and working along with the IT LAN Coordinator. The Program Coordinator would also help implement, advertise, and run various programming for the library. Possessed a strong customer service ethic and can effectively operate a digital media studio/lab. Comfortable with developing, providing staff, and patron instruction on the creative software in our Digital Media Lab and Recording Studio. Prior knowledge is preferred, but not required.

### **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

- Some College level courses. Associate's or Bachelor's degree preferred.
- Two years of job experience in electronic technology, library programming, or education preferred.
- A strong interest in technology and ability to learn new applications
- Knowledge of digital media software preferred.
- Ability to relate to library patrons of all ages in a positive, patient, and effective manner.
- Flexibility to work daytime, evening, and weekend hours.
- Ability to read and comprehend, in English, communicate in an effective manner both verbally and written with library patrons. Bi-lingual a plus

### **ESSENTIAL FUNCTIONS**

- Conduct preliminary training of all users in the Recording Studio and S.T.E.A.M. Lab
- Work effectively with staff, patrons and visitors
- Keep current of all new technological procedures, processes and equipment
- Assist patrons with technology through formal classes and/or one-on-one assistance
- Network with community organizations within the city and schools to form partnerships to promote the library.
- Conduct all library business in a professional and cooperative manner.
- Design and run programs for the library.

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### **OTHER FUNCTIONS**

- Dependable, self-starter, organized and have a positive attitude
- Provide scheduled tours of the Digital Media Studio.
- Strong attention to detail, analytical and problem solving skills
- Maintain tidy and well-organized work area, and desk.
- Compile and interpret statistics for monthly reports, as necessary.
- Keep informed of current and upcoming library and professional trends

### **DISCLAIMER:**

The North Chicago Public Library is an equal opportunity employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, military or veteran status (except dishonorable discharge), disability or any other status protected by law.

This job description describes a general category of jobs. In order to meet the needs of the Library or its departments, employees may be assigned other duties, in addition to or in lieu of any of those described and duties are subject to change as requirements of the job change.

The omission of a duty does not exclude it from the position if the duty is similar, related or a logical expectation for an individual to perform as part of the job responsibilities or if necessary to assist the Library to provide services to the public under changed or unusual circumstances.