



**Campbell County Public Library**  
*Employment Opportunity Posting*  
*Posted February 20, 2025*

**JOB OPPORTUNITY**

JOB TITLE: Branch Services Programmer

WORKSTATION: Alexandria

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for other requirements.

SCHEDULE: 40 hours a week (Some nights and weekends required)

COMPENSATION: \$15.75 per hour (\$15.50 base pay + \$0.25 differential)

CLOSING DATE: Applications will be accepted until the position is filled.

TO APPLY: Apply online: <http://www.cc-pl.org/about-the-library/job-openings>



## Branch Services Programmer

---

REPORTS TO: Branch Services Librarian  
JOB CLASSIFICATION: 4  
STATUS: Non-Exempt  
REVISED: 18 FEB 25

---

### **BASIC FUNCTION:**

Under the general direction of the branch services librarian, the branch services programmer performs specialized tasks related to providing library programming and services to children through adults. The branch services programmer conducts both onsite and offsite programming, selects library materials, creates displays, provides reference services for all ages and performs other tasks intended to encourage the use of the library. Determining and adhering to established budgets, tracking of detailed information, and participation in procedure/policy setting are required. Duties require supervisory skills, independent judgment, and independent action. The branch services programmer interacts with the public and other staff members.

The Library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

### **RESPONSIBILITIES:**

- Assist with planning, organizing, conducting and promoting programs and services for children, teens and adults.
- Assist with the planning and execution of the library's Summer Reading program in coordination with the Summer Reading Committees.
- Conduct outreach activities and networking with schools as directed.
- Organize, maintain, prepare and order materials utilized for crafts and activities.
- Assist with preparing bulletin boards, bibliographies, displays, and exhibits of juvenile, young adult and adult materials.
- Provide computer instruction and technology assistance to patrons.
- Provide reference and reader's advisory service to phone-in, walk-in and web-based reference patrons.
- Conduct in-house library tours as directed.
- Assist in ordering/de-selecting collection materials with the approval of branch services librarian.
- Assist with general desk duties, including circulation.
- Lead and serve on committees as assigned by the library director.
- Perform other duties as assigned.

### **EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

- Bachelor's degree, or combination of some post-secondary education and relevant work experience
- Demonstrated knowledge of children's and young adult literature and experience with programming to children and teens preferred.
- Knowledge of library principles and practices and the ability to put them into practice.

ALEXANDRIA

- Must be able to meet and maintain Kentucky Department for Libraries and Archives (KDLA) certification requirements.
- Basic computer experience with standard office software, including Microsoft Office products, email, and internet usage.
- Valid driver's license and satisfactory driving history. Personal transportation that can be used for business travel is preferred.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 30 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

*The job description is not a contract between the library and the employee. The Campbell County Public Library is an at will employer. The job description duties may be changed at the discretion of the library and/or the library may request the employee to perform duties that are not listed on the job description.*

**ACCEPTED BY:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_