

JOB DESCRIPTION

PROGRAMMING CLERK

DEPARTMENT: PROGRAMMING	REPORTS TO: PROGRAMMING AND MARKETING MANAGER
CLASSIFICATION: CLERK V	DIRECT REPORTS: 0

JOB SUMMARY

Under the direction of the Programming and Marketing Manager, delivers targeted children, teens and adults programs.

PRIMARY RESPONSIBILITIES

Programming	In conjunction with the department Manager, assist in the development and delivers programs for children, teens, and adults on-site and in the community.
Planning	Adapt established English programming and adopt for a French audience. Work with established partnerships with the francophone community partners and provide programming in a joint effort.
Promoting	Assist in the development of promotional material and strategies for programs assigned.

OTHER FUNCTIONS

Ensure supplies required for personal programming are available as needed.	
--	--

EDUCATION AND TRAINING

<p>Minimum Required</p> <p>High school graduation diploma plus graduation of a 2-year program relevant to the position.</p> <p>Bilingual essential, English, and French.</p> <p>A Valid G Driver's license and an acceptable driver's abstract.</p>	<p>On the Job Development</p> <p>Continuous self-learning via training programs, webinars, etc.</p>
---	---

JOB DESCRIPTION

PROGRAMMING CLERK

EXPERIENCE REQUIREMENTS	
Microsoft Office Suite	Filing, Dewey Decimal and alphabetical

SKILLS AND ABILITIES	
Excellent communication skills	Efficient
Attention to detail	Organized

PHYSICAL REQUIREMENTS	
Computer and keyboard use	Sitting, standing, and bending

JOB DESCRIPTION PROGRAMMING CLERK

ABIDES BY THE CORE COMPETENCIES OF THE ORGANIZATION

1. Organizational Commitment	<i>Able and willing to align behaviours with the needs, priorities, and goals of the organization.</i>
2. Public Service Champion	<i>Provides consistent superior public service, ensures patron needs are recognized and fulfilled.</i>
3. Commitment to Learning	<i>Recognizes the importance of continuous learning to improve skill level and performance.</i>
4. Flexible /Adaptable	<i>Reacts to and adjusts positively to change. Works effectively in a variety of situations</i>
5. Community Perspective	<i>Keeps abreast of important trends that impact the library in a community context.</i>
6. Teamwork/Cooperation	<i>Achieves common objectives by maintaining collaborative relationships with coworkers.</i>

Employee Statement of Understanding



I have read and understand the job description for my position. I am able to perform all the essential functions for this position and agree to comply with all the policies and standards of conduct. As an employee, I will strive to uphold the mission, vision, and core competencies of the organization to sustain our long-term success.

Name: _____

Date _____

Signature: _____