

# **ADULT PROGRAMMING SUPERVISOR**

(Range 120)

## **DEFINITION**

Supervise staff of District-wide adult programming and facilitate scheduling use of library branch venues, including but not limited to performing arts centers, auditoriums and conference rooms. Perform managerial, organizational and clerical work in the planning, coordination and implementation of internal and external special events, exhibits, displays and programs.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction and supervision from the Programming and Venues Manager.

Exercises direct managerial programming supervision over Scheduling Specialists and support staff.

## **RESPONSIBILITIES:**

**Essential and marginal functions and responsibilities may include, but are not limited to the following:**

1. Support the overall mission of the Library District by providing exceptional internal and external service to ultimately promote a positive patron experience.
2. Provide direct managerial and programming supervision over assigned Scheduling and Programming Services staff. Direct and prioritize staff work when necessary, praise successful performance, correct deficiencies, discipline and complete performance evaluations. Lead branch scheduling staff by answering policy and procedure questions; direct and prioritize tasks for branch scheduling staff regarding programming and partnerships.
3. Seek and establish community partnerships for District-wide impact that meet the need of Library District initiatives and the Library District strategic framework.
4. Address patron and user group inquires on a District-wide level when directed by the Programming and Venues Manager, or when requested by the District branch staff, the Library District e-mail ask account and/or administration e-mail account.
5. Prepare and review a variety of records and reports which include funding requests, professional service invoices, monthly reports, billing invoices, facility use statistics and occupancy reports, board report information and tracking of District initiatives such as strategic framework and diversity statistics.
6. Collect theater and meeting room use data and report statistics for the Programming and Venues Services Department; Report goals, achievement and objectives to department staff and initiate programming needs to meet department goals as requested by the Programming and Venues Manager.
7. Provide District-wide leadership to branch scheduling staff in the administration, planning, execution and evaluation of adult programming; specifically to include

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- diversity programs for ethnic heritage and senior citizens.
8. Facilitate programming meetings with Scheduling Specialists and shared reference library staff. Prepare department documents, agendas and tasks for upcoming project initiatives and meetings. Distribute meeting minutes.
  9. Input event information into a comprehensive marketing database and keep all programming information current. Supervise other scheduling staff to also meet this essential function.
  10. Represent the Programming and Venues Services Department in quarterly Marketing meetings. Prepare all promotion and Public Relation programming activity requests which may include writing draft copy and proofing submitted materials.
  11. Manage and respond to all room reservation software maintenance emails, updates, upgrades, troubleshooting, enhancement requests, system configuration and settings, and user logins; Report the fixed result to branch staff throughout the District and the Programming and Venues Manager. Additionally, run various reports and schedules regarding the room reservation software.
  12. Lead training exercises for scheduling staff on the existing room reservation system and new software technologies that the Programming and Venues Services Department implements.
  13. Serve as a Performing Arts Center Coordinator when assigned by the Programming and Venues Services Manager. Occasionally review and approve rental applications and contracts for Performing Arts Center use. Conduct client interviews and tours of facilities.
  14. Maintain security of building access codes and keys. Maintain and disseminate information about facility safety and when required, open and close the facility with additional staff.
  15. Revise programming department documents, contracts, forms, procedures and guidelines.
  16. Verify and approve payroll for subordinate staff. Ensure completion of forms for subordinate staff regarding employee leave requests.
  17. Remain abreast of new trends, innovations and developments in event programming technology and database management.
  18. Maintain knowledge of adult reference, reader services and the circulating collection with regards to author visits, books discussion groups and clubs, and event programming.
  19. Provide information to patrons and user groups about District-wide activities, facilities and services.
  20. Interact extensively with the general public, District-wide staff and management, and outside organizations. Disseminate and execute Library District policy and implement procedures, guidelines and expectations.

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21. Provide and seek training opportunities for scheduling staff regarding new technologies and customer service.
22. Assist in the preparation and administration of the Programming and Venues Services Department budget, with guidance from the Development Director, explore new funding options including preparation of grant applications.
23. Track and submit department budget expense accounts, invoices, purchase orders, agreement approvals, check requests, mileage reimbursement and supply orders.
24. Coordinate the purchases of supplies and equipment for branch scheduling staff by contacting vendors, and submitting invoices, purchase orders and check requests to fulfill orders needed throughout the Library District.
25. Maintain a high degree of confidentiality.
26. Respond to inquiries and complaints in a courteous and timely manner.
27. Participate on interview panels and select subordinate staff for assigned positions.
28. Operate Library District vehicles.
29. Operate a computer, tablet, printer, copy machine, telephone, facsimile machine, other basic office and theatrical equipment, internet and e-mail to execute the essential functions of the position.
30. Help maintain a safe environment for both patrons and staff by notifying the proper entity (i.e. Programming and Venues Manager, General Services, Risk Management, Security) of possible hazardous concerns.
31. Attend department training activities related to the Programming and Venues Services Department field.
32. Maintain positive communication between Library District staff and user groups.
33. Conduct and/or attend department and other miscellaneous meetings.
34. Develop, interpret and make recommendations regarding Programming and Venues Services Department policy, procedures, guidelines and expectations.
35. Ensure compliance with all pertinent federal, state and local laws, regulations and codes as well as all Library District policies and procedures.
36. Perform any other related duties and responsibilities as assigned by the Programming and Venues Manager.

**Marginal Functions:**

1. Participate in committee work when needed.
2. Attend and participate in professional association meetings, seminars and other applicable training sessions.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Professional public library principles, practices, and techniques.
2. Sources and availability of current information.
3. Planning methods and techniques.
4. Research techniques.
5. Basic accounting principles and procedures.
6. Principles of budget development, administration, and control.
7. Adult and children's literature.
8. Library District and Department policies and procedures.
9. Library District terminology and functions.
10. Correct English usage, spelling, punctuation, and grammar.
11. Pertinent Federal, State, and local laws, regulations, and ordinances.

**Ability to:**

1. Exercise good judgment and make sound decisions.
2. Accept and manage change and maintain flexibility.
3. Work quickly and accurately.
4. Perform multiple tasks concurrently.
5. Work independently and as part of a team.
6. Work under pressure and meet deadlines.
7. Maintain effective working relationships with those contacted during the course of work.
8. Plan, organize, and review projects for accurate and efficient results.
9. Supervise and direct the work of subordinates.
10. Interpret and explain Library District and Department policies and procedures.
11. Exercise initiative, independent judgment, and discretion.
12. Understand and follow oral and written instructions.
13. Communicate clearly and concisely, both orally and in writing.
14. Communicate with and elicit information from difficult, upset, and irate patrons.

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15. Maintain the mental capacity for effective interaction and communication with others.
16. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
17. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

**Skilled in:**

1. Use of personal computers and associated software.
2. Use of library and basic office equipment.

**Training and Experience:**

Bachelor's Degree from a college or university; or three (3) years of event/office management work experience; or three (3) years of library experience; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

**License, Certificate, or Requirements:**

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; frequent bending, stooping, working in confined spaces; lifting or carrying moderately heavy (20-50 lbs.) items and occasionally very heavy (50 lbs. and over) items; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time. Tasks require sound, color, depth and visual perception and the ability to communicate orally and in written form.

**Environmental Requirements:**

Tasks are performed with infrequent exposure to adverse environmental conditions.

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**FLSA: EXEMPT**

**CBA:**

**DEVELOPED: June 2, 2015**

**REVISED: MARCH 12, 2018**