

# **SCHEDULING SPECIALIST**

## **(Range 110)**

### **DEFINITION**

This position is primarily responsible for performing clerical work in the scheduling and coordination of assigned venues and conducting oversight to successfully execute routine programs, special events, and exhibits.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction and supervision from an assigned Programming Specialist or Performing Arts Center Coordinator.

### **RESPONSIBILITIES:**

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

1. Supports the overall mission of the Library District by providing exceptional internal and external customer service to promote a positive library experience.
2. Reviews Programming Partnership Applications. Suggests approval/denial to Library District administration
3. Coordinates and schedules the public use of meeting rooms, conference rooms, and special event locations.
4. Interprets and discusses Library District policies with potential and current customers, Library District staff, and Library District management.
5. Assists the public as needed to use library venues and services. Addresses customer inquiries both on- and off-site by conducting meetings and tour facilities.
6. Approves online customer facility use requests of meeting rooms.
7. Prepares monthly reports, venue occupancy studies, facility usage schedule, and quarterly calendar information.
8. Prepares, and completes a variety of forms, documents, and other paper work.
9. Maintains venue and department record keeping, filing systems, and a variety of statistical records.
10. Interacts extensively, in person, over the telephone, and via e-mail with customer groups, District-wide staff and management, outside agencies, vendors, and the general public.
11. Works cooperatively with other approved Library District staff to open and close facilities and maintains security of building access codes and keys.

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12. Provides orientation to customers and explains the proper use of facility and equipment.
13. Troubleshoots minor audio-visual, lighting, and audio equipment issues.
14. Generates correspondence, memos, contracts, and other materials appropriate to the Programming and Venues Department.
15. Creates and sets up displays that enhance library programs, events and other offerings.
16. Cleans up after programs when necessary.
17. Attends or conducts department and other miscellaneous meetings at sites throughout the Library District.
18. Promotes cultural awareness and encourages greater patronage of the Library District and Library District venues.
19. Maintains a safe environment for both customers and staff.
20. Updates content on the Library District website for upcoming Programming and Venues Services programs.
21. Plans, prepares, and executes community events to promote the Library District.
22. Builds and sustains relationships with Library District community partners.
23. Participates and contributes as an active member of a working team to increase the efficiency and effectiveness of the Programming and Venues Services department.
24. Perform any other related duties and responsibilities as assigned.

**Marginal Functions:**

1. Participates in Library District committee work when needed.
2. Attends and participates in professional association meetings, seminars, and other applicable training sessions.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Professional public library principles, practices, and techniques.
2. Library District and Department policies, procedures, terminology, and functions.
3. Emerging technologies in the library and programming fields.
4. Basic research and public presentation techniques.

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5. Sources and availability of current information.
6. On-line tools and resources, and the Internet.
7. Principles and techniques of delivering effective oral presentations.
8. Correct English usage, spelling, punctuation, and grammar.
9. Knowledge of business letter writing and report preparation.
10. Knowledge of record keeping and filing principles and methods.
11. Basic accounting principles and procedures.
12. Filing practices and procedures.
13. Principles and practices of cultural program planning, implementation, development, and administration.
14. Potential user safety issues pertaining to Library District venues.
15. Effective scheduling of multiple venues and programs to maximize occupancy.
16. Marketing efforts to the public of all forms including but not limited to print, social media, website, radio, and television.

**Skilled In:**

1. Use of personal computers and associated software.
2. Use of library and basic office equipment.
3. Presenting programs for an audience including the selection of, coordination, and implementation of events.
4. Basic operation and maintenance of various theatrical and production equipment.

**Ability to:**

1. Comply with all federal, state, and local laws, regulations, and codes.
2. Interpret and apply Library District and department policies and procedures.
3. Schedule and manage multiple tasks.
4. Use initiative and independent judgement within established procedural guidelines.
5. Prioritize and perform multiple tasks concurrently for accurate and efficient results.
6. Maintain confidentiality.
7. Initiate own work, set priorities, and meet critical deadlines.

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8. Contribute effectively to the accomplishment of team or work unit goals, objectives, and activities.
9. Serve customers with patience, tact, and courtesy.
10. Establish and maintain effective working relationships with all internal and external customers, community partners, and vendors during the course of work.
11. Exercise good judgement and make sound decisions.
12. Work quickly and accurately.
13. Work both independently and as a part of a team.
14. Accept and manage change and maintain flexibility.
15. Understand and follow oral and written instructions.
16. Communicate clearly and concisely, both orally and in writing.
17. Maintain the mental capacity for effective interaction and communication with internal and external customers.
18. Maintain 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;
  - operating vehicles including cars, trucks, and vans.
19. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment;
20. Maintain effective working relationships with those contacted during the course of work.
21. Generate accurate reports.
22. Operate a Library District vehicle.

**Education and Experience:**

High School diploma or GED equivalency required.

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**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 in an office setting with occasional local travel. Minimal exposure to adverse environmental conditions.

**JOB CODE:**

**FLSA: NON-EXEMPT  
CBA: NON-SUPERVISOR**

**DEVELOPED: JULY 1, 1995**

**REVISED: MARCH 18, 1998  
JUNE 18, 1998  
MARCH 16, 1999  
MARCH 14, 2018  
MARCH 5, 2019**