

JOB ANNOUNCEMENT
CITY OF CARROLL: CARROLL PUBLIC LIBRARY
FULL-TIME PROGRAM SPECIALIST

Job Title: Program Specialist Librarian

Reports to: Library Director

Hours of Work: Full-Time, Union

Supervision Exercised: None

FLSA Status: Non-exempt

Position Type: Full-time (40 hours per week) with regular evening and weekend hours.

Hourly Wage: \$19.39 - \$25.51

Job Summary: The Carroll Public Library is taking applications for a responsible, customer-focused, and organized Program Specialist. Carroll is a rural hub located in west central Iowa, approximately an hour and a half northwest of Des Moines. The library's service population totals nearly 16,000 citizens from the city of Carroll, seven area towns, as well as the rural population of Carroll County. The Carroll Public Library opened their new library building in 2020 with a Maker Space, story time room, social stairs, and many other modern library amenities.

The Library Program Specialist develops, implements, and evaluates a wide range of programs and services to meet the educational, recreational, and informational needs of the community. This position works closely with library staff, community partners, and patrons of all ages to promote engagement, inclusion, and lifelong learning. The primary responsibilities of the Program Specialist Librarian position include planning, promoting, and executing programs for teens, adults, and seniors; teaching all ages about maker technology; and the summer reading program.

Essential Job Functions:

- Plan, coordinate, and implement programs for a variety of demographics including teens, adults, and seniors. This includes facilitating ongoing programs like Bingo, Read-a-Louds, and Trivia Night as well as suggestions for new programs, crafts, and activities monthly.
- Implement monthly programming utilizing technology or materials in the library's Maker Space.
- Collaborate with internal staff and external partners to identify community needs and interests.
- Take a leadership role in the planning of the library's summer reading program, including facilitating discussions on interpreting the theme, setting the calendar, and coordinating with outside agencies.
- Evaluate program outcomes and maintain statistics to measure impact and inform future planning.
- Support marketing efforts by creating a monthly calendar, event descriptions, social media posts, and other promotional materials tailored for each event.
- Compile Summer Reading Guide yearly with a calendar of events, summary of the programs offered, reading challenges, and sponsor list.
- Provide direct service at public service desks, including reader's advisory, basic reference, and basic technology assistance.
- Handle all circulation functions of the library integrated system (checking materials in and out, setting up new library cards, editing patron information, handling fines, etc.)
- Participate in continuing education to keep informed of developing library practices and issues.
- Perform shared job tasks: running reserve list, contacting patrons, opening/closing procedures, processing incoming mail, periodicals, and newspapers.
- Performs other duties or assumes other responsibilities as apparent or assigned.
- Valid driver's license to attend off site meetings and outreach efforts.
- Overnight travel for conferences.

Physical Demands:

- The employee is frequently required to reach with hands and arms, stand, sit, walk, use hands and fingers to grasp, handle, feel or operate objects, tools, or controls to talk or hear.
- The employee is occasionally required to climb, balance, stoop, and crouch.
- Hand-eye coordination is necessary to operate computers and various office equipment.
- The employee must occasionally lift and/or move up to 40 pounds. Chairs and tables will need to be moved for various activities.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Occasionally exposed to outdoor weather activities.

Knowledge, Skill, and Ability:

- Knowledge of the principles and practices of public library functions.
- Knowledge of a broad range of library reference and readers' advisory materials.
- Knowledge of library policies and procedures.
- Skill in using current and emerging library technology and automated systems.
- Enjoy and feel comfortable working with children and teens.
- Ability to work independently and as part of a team.
- Ability to provide outstanding internal and external customer service using excellent oral and written communication.

Experience and Training:

- High School Diploma or General Education Development (GED) is required. A Bachelor's degree in any applicable field and/or Master's Degree in Library and Information Science is preferred.
- Excellent customer service skills with all ages is required.
- Experience developing and coordinating educational or recreational programs preferred.
- Must know how to use Online Public Access Catalog, electronic resources and other information technology sources to meet typical library needs or be able to become proficient at these resources within the first 60 days on the job.

Application Information

Please submit resume, cover letter, and City of Carroll application in person at the library, email to wjohnson@carroll-library.org, or send by mail to the address below. Applications are available online at <https://www.cityofcarroll.com> under the Government tab, then City Careers or at the Carroll Public Library circulation desk.

Phone: 712-792-3432

Mailing Address: 118 E. 5th Street, Carroll, IA 51401

Applications must be received by 5:00 pm on Friday, August 15, 2025.

Position is open until filled. EEO/AA employer.