POSITION OPEN
PROGRAMMING SPECIALIST
PIONEER LIBRARY SYSTEM
300 NORMAN CENTER COURT
NORMAN, OK  73072
405-801-4506

POSITION: Programming Specialist

BEGINNING SALARY: Grade 9, Base ($43,608/yr)

WORKING CONDITIONS: Full-time position, 40 hr/wk. Must be able to work a flexible schedule which may include evenings and weekends, in addition up to two weeks of “Mandatory New Hire Orientation & Training” located at the Administrative Offices in Norman.

APPLICATIONS ACCEPTED: August 04 through August 14, 2023

POSITION SUMMARY:
Under the direction of the Director of Community Engagement and Learning: develops programs and supports staff; schedules presenters; collects programming data; performs other duties as assigned.

JOB REQUIREMENTS:
1. Education and/or experience:
   a. Bachelor’s degree from accredited college or university;
   b. Three years relevant experience;
   c. Equivalent combination of technical training, experience and/or education may be considered;
   d. Valid driver’s license.

2. Knowledge, Skills and Abilities:
   a. Understands and performs basic functions and tasks of common software programs and email applications;
   b. Thorough knowledge of live and virtual programming practices and procedures;
   c. Knowledge of community needs and user behavior in virtual environments;
   d. Ability to gain thorough knowledge of Pioneer Library System policies and procedures;
   e. Strong skills in written and spoken communications, and interpersonal relationships;
   f. Knowledge of office procedures and clerical work;
   g. Working knowledge in the operation of computers and office equipment, standard office software products, electronic resources, internet and database information retrieval;
   h. Lift up to 25 lbs; retrieve and replace items from floor level to at least 5 1/2 feet in height;
   i. Work a flexible schedule which may include evenings and weekends.

APPLICATIONS:
Applications accepted August 04 through August 14, 2023. Résumé alone is not sufficient; completed online application form is required. To apply for this position visit www.pioneerlibrarysystem.org – click About, Careers link at top of page.

Pioneer Library System is an Equal Opportunity Employer.
All employees and qualified applicants will receive consideration for employment without regard to race, color, religious belief, sex, age, national origin, disability, sexual orientation, veteran status, genetic information or any other category protected by the law.

Pioneer Library System will make all reasonable accommodations in the application and employment processes. If you need a reasonable accommodation, please contact Elissa Fox at 405-801-4506, or by email, hr@pioneerlibrarysystem.org.

Inspiring innovation, engagement and learning in our communities