

SCHEDULING SPECIALIST

(Range 110)

DEFINITION

Performs clerical work in the scheduling and coordination of special events, room use, exhibits, and routine programs in the assigned Library Branch venues.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Library Administrator and technical supervision from the Scheduling and Production Services Manager.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Conducts client interviews and conducts tours of facilities.
2. Generates correspondence, memos, contracts, and other materials appropriate to the Scheduling Department.
3. Maintains adherence to and interprets and discusses facility use policy with potential and current users and district-wide staff and management.
4. Interacts extensively in person, and over the telephone with user groups, district-wide staff and management, outside agencies, and the general public.
5. Prepares and distributes monthly statistical reports, usage schedule, and quarterly calendar information.
6. Develops, prepares, and completes a variety of forms, reports, documents, contracts, and other paper work.
7. Drafts billing invoices and receives and processes payments for facility use.
8. Opens and closes facilities and maintains security of building access codes and keys.
9. Operates a variety of equipment to include audio-visual equipment and microphones.
10. Performs a variety of essential and complex record keeping duties to include statistical records.
11. Maintains department record keeping and filing systems.
12. Exercises decision making skills.
13. Coordinates and sets-up audio-visual materials, community information notices, and the facility before scheduled programs, and inspects facility after program concludes.
14. Develops and coordinates cultural programs for individuals and community groups for the programming spaces.

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15. Provides orientation to users and explains the proper use and safety of facility and equipment.
16. Attends or conducts department and other miscellaneous meetings at meeting sites throughout the district.
17. Cleans up after programs.

Marginal Functions:

1. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of report and record keeping principles and methods.

Knowledge of basic accounting principles and methods.

Knowledge of the Library District, Branch, and Department policies and procedures.

Knowledge of Library District terminology and functions.

Knowledge of correct English usage, spelling, punctuation, and grammar.

Knowledge of current community interests.

Ability to serve customers with patience, tact, and integrity.

Ability to accept and manage change and maintain flexibility.

Ability to work quickly and accurately.

Ability to work both independently and as part of a team.

Ability to establish and maintain effective working relationships with those contacted during the course of work.

Ability to understand and follow oral and written instructions.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to maintain the mental capacity for effective interaction and communication with others.

Ability to 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.

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Ability to maintain effective auditory and visual perception needed for:

- making observations;
- communicating with others;
- reading and writing;
- operating assigned equipment.

Skill in the use of library and general office equipment.

Skill in the use of personal computers and associated software.

QUALIFICATIONS

A. Training and Experience:

High school diploma or GED equivalency required; and minimum two (2) years college level course work in arts and humanities, or related field; two (2) years of work experience some of which includes, public relations and accounts payable and accounts receivable experience; experience working with audiovisual equipment including tape recorders, overhead, video, and opaque projectors, and lecterns required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

B. 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, and lifting or carrying moderately heavy (20 - 50 lbs) items and occasionally very heavy (100 pounds or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; the sustained operation, on a production basis, of such devices as offset presses with associated equipment; 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 perception, color perception, depth perception, visual perception, and oral communications ability.

C. Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

JOB CODE: 1390

**FLSA: NON-EXEMPT
CBA: NON-SUPERVISOR
DEVELOPED: JULY 1, 1995
REVISED: MARCH 18, 1998
JUNE 18, 1998
MARCH 16, 1999**