

**EASTERN SHORE REGIONAL LIBRARY**  
**Job Description**

**TRAINING & PROGRAMMING COORDINATOR**

<b>FLSA STATUS</b>	Exempt
<b>JOB CLASSIFICATION</b>	Regular, full-time, professional
<b>ORGANIZATIONAL RELATIONSHIP</b>	Reports to ESRL Director
<b>GRADE</b>	8
<b>SUPERVISES</b>	N/A
<b>JOB LOCATIONS:</b>	ESRL Inc. headquarters and Eastern Shore libraries, with some travel in the state
<b>EDUCATION/CERTIFICATES:</b>	MLS/MLIS preferred.

**OVERVIEW**

Manages and develops ESRL's training and programming to ensure that ESRL and county library staff have the training required to provide the highest level of library service. Responsible for managing training and development events, resources, and budgets. Researches trends in innovation, education, and library landscapes and conducts virtual and in-person trainings to pass on relevant knowledge and best practices. Participates in state-wide training programs and initiatives. Serves as staff development liaison for ESRL staff.

Designs, plans, budgets, and evaluates region-wide programming opportunities in cooperation with county libraries' programming staff. Attends regional and state-wide meetings in work-related topics; Guides regional communities of practice in training, programming, and/or other related subjects.

**ESSENTIAL JOB FUNCTIONS:**

1. Develops surveys, analyzes and assesses data and makes recommendations regarding the training needs of region-wide library staff.
2. Develops, publicizes, implements, and conducts quality training/programming.
3. Participates in region- and state-wide training initiatives and programming.
4. Creates training/programming handouts and all associated informational materials and curricula.
5. Monitors training and maintains records of continuing education units (CEU) for ESRL-sponsored training.
6. Serves as a resource and moderator for regional youth services programming and development.
7. Maintains awareness of trends that have potential impact on libraries and monitors new developments and technologies in the areas of librarianship, training, adult education, and programming.
8. Serves as staff development liaison, assisting with the certification process for ESRL staff, and helps to administer grants related to staff development.

9. Performs all other duties and responsibilities as assigned or directed by the supervisor. This may include attendance of and participation in required training for role.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Provides excellent customer service to Regional/System staff and seeks personal alignment with ESRL's strategic priorities.
2. Demonstrates a commitment to teamwork by being an effective communicator and engaging in respectful and productive work relationships.
3. Demonstrates a thorough knowledge of established library practices and procedures.
4. Demonstrates a knowledge of best practices in the areas of training and programming and a commitment to continuous learning by participating in training opportunities and sharing knowledge in the workplace.
5. Demonstrates a commitment to innovation by embracing change and flexibility.
6. Demonstrates initiative by being a self-starter and effectively solving problems.
7. Demonstrates strong technology skills and a solid understanding of synchronous and asynchronous training techniques.

**EDUCATION AND EXPERIENCE:**

1. Bachelor's degree (MLS/MLIS from an ALA accredited university preferred)
2. Three to five years of related experience
3. Or, equivalent combination of technical training and related experience

**WORKING CONDITIONS:**

Work is conducted in a normal office setting with comfortable lighting, temperature, and air conditions. The job routinely requires lifting of moderately heavy items, such as equipment (up to 40 lbs.), stooping or bending and standing or walking for long periods of time.

Some pressure related to sustained periods of high-volume activity and multiple deadlines.

Work is performed with minimal supervision and allows for significant discretion and variance in work routine.

Work environment involves everyday risks or discomforts that require normal safety precautions.