

***SMOKY LAKE PUBLIC LIBRARY***

POLICY NUMBER:       **503**

SUBJECT:   **Job Description – Programmer**

Reviewed    \_\_\_\_ August 10, 2016 \_\_\_\_\_ Board Chair \_\_\_\_\_

Description

This position, performed under general direction of Library Manager, will plan and present programs as identified in the Plan of Service and Needs Assessment.

Skill Level

- Leadership, coordination, initiative, and independence
- Proficient in Microsoft office programs, ‘windows’ management and Internet
- Grade 12 diploma
- Previous experience in developing programs an asset
- RCMP Criminal Record check with a Vulnerable Persons’ check

Duties

Duties of this position may include any or all of the following:

1. Plan, prepare and present programs to the public
2. Other related duties as may be required