Career Development Opportunity

Site Supervisor: Lisa Katzenstein (Human Resources)
Email: lkatzenstein@sturgisgov.com
Phone: 6053471417
Address: 1040 Harley-Davidson Way Sturgis South Dakota, 57785
Are you a BHSU Alumni?: No
If yes, what year did you graduate?:

Opportunity Details
Business, Company, Organization Name: City of Sturgis - Sturgis Public Library
Company Description: The City of Sturgis is a growing community located in the beautiful northern Black Hills of western South Dakota (pop: 6,700+). Vibrant, progressive and growing, we embrace our dual roles of quiet town and motorcycle mecca, Black Hills and prairie, mountain town and ranch community. While we are a small, close knit community most of the year, each August we welcome 700k+ visitors to Sturgis during the annual Sturgis Motorcycle Rally.

The City of Sturgis is responsible for the provision of all traditional municipal services (water, wastewater (sewer), garbage collection, streets, public safety, etc.). We also have a City owned and operated Liquor Store. We also have the Sturgis Public Library that serves both residents of Sturgis and greater Meade County. We have a wonderful Community Center with indoor pool, indoor gym, and cardio/weight rooms to provide recreation space. We also provide team recreational opportunities for locals. The City's administration is overseen by a professional City Manager. The City of Sturgis employees about 90 full-time employees and another 60 part-time and seasonal employees, not counting seasonal employees and those temporary employees hired just to assist with the Rally.

Opportunity Offering: Full-time job
Work Study Options:
Opportunity Title: Adult Programming & Outreach Librarian
The opportunity will take place in?: Sturgis Public Library, 1040 Harley-Davidson Way, Sturgis, SD 57785
Start Date: 10/15/2019
End Date:
Weekly Hours: 40
Hourly Wage: $13.05 - full City benefits (health / dental insurance, retirement, paid time off, etc.)
What does the opportunity provide?:
This position assists the Director and the Assistant Director in general adult and circulation services, with an emphasis on planning, marketing and executing library programs and events.

Outreach and Programming
- Plans, leads, and promotes library programs and events to engage, entertain, and educate members of the community (includes set-up & clean-up)
- Prepares the library’s monthly newsletter for publication, posting it online, and distributing through social media
- Utilizes social media marketing to promote all library services and events including Facebook, Twitter, Pinterest, community calendars and newspapers
- Updates the library blog and website
- Prepares and sends out the weekly email marketing newsletter
- Prepares fliers and posters promoting upcoming library programs
- Liaises with community service groups, nursing homes, Regional Hospital, the Senior Citizen Center, along with area arts and other community organizations to build partnerships and develop programming

Circulation and Customer Service
- Assist at the Circulation Desk as needed (upstairs or down)
- Monitor computer and internet usage; proctor online students
- Aid patrons in finding books and other materials; assisting with reference and other research
- Answer phones, direct calls and take messages
- Instruct the public on the use of the internet, eBooks, and digital resources

What are the characteristics of a qualified candidate?:
- Completion of secondary education or a GED (required)
- Two (2) years post-secondary in a library-related field (preferred)
- Two (2) years of library work (or related field) (preferred)
- A combination of experience and education may be considered
- Experience with events promotion
- Experience with general office duties

What skills are needed to be successful?:
Knowledge, Skills and Abilities:
- Background or experience and interest in crafts, life skills, and other interests for developing library programs
- Proficiency with computers, related software such as Publisher, Word, Pinterest, copying, faxing, audio visual equipment, E-Readers
- Knowledge of library materials, digital resources, Overdrive, and the ability to direct the patrons in the use of the library
- Strong writing and creative publishing skills
- Strong communication, community building and outreach abilities; social media skills
- Experience with automated circulation systems
- High degree of customer service
- Able to interact successfully with people of all ages, interests, and backgrounds
- Desire to encourage patrons to read and utilize library resources
- General knowledge of English language literature, current and past best sellers, authors of different genres, etc. (desirable)

Other:
Must be able to work evenings and weekends.

Application Process:
To apply, please submit a City employment application, resume and cover letter to Human Resources (1040 Harley-Davidson Way, Sturgis, SD 57785) or via
email lkatzenstein@sturgisgov.com. For more information or to download the application, please go to the City's website at https://www.sturgis-sd.gov/jobs/754/

Application Deadline: 10/18/2019