



JOB DESCRIPTION

JOB TITLE: Library Services Coordinator - Technical

JOB CODE: 02540

DEPARTMENT: Library

FLSA STATUS: Non-Exempt

REPORTS TO: Library Director

SUMMARY OF JOB PURPOSE

Provides a variety of specialized and/or technical services to the public in one of two areas to include planning, advertising, and implementing county-wide library programs, maintenance of the library collection, management of the materials budget, and providing customer service and training in regards to Reference and Circulation.

ESSENTIAL FUNCTIONS

1. Provides circulation services to patrons including checking materials in and out, discussing overdue fines with patrons, collecting fines, and contacting patrons regarding materials on hold; provides reference services to patrons in person, by telephone, and electronically; assists reference staff with resolution of more difficult questions; assists senior Librarians to provide training for patrons and staff regarding print and electronic resources and conductions and conducts research skills instruction.
2. With Circulation Librarian, provides training for new employees in circulation duties, procedures, and policies, ordering, receiving, and cataloging materials, and maintaining the patron and item databases; provides training to existing staff in technology changes in the circulation system, ordering, receiving, and cataloging.
3. With Circulation Librarian, establishes and maintains a schedule for continuous evaluation of current library collections; identifies outdated or irrelevant materials; evaluates the adult selection committee's choices and decides what will be ordered based on library needs and available budget; places orders, receives, and catalogs new materials.
4. Develops and administers the materials budget and authorizes expenditures; prepares special and/or recurring statistical reports; develops financial plans and/or orders for unexpected influxes of funds provided through grants, donations, and/or in memoriam; maintains all materials records.
5. Knows the importance of an item to provide diversity to the collection such as the physical quality of the material, suitability of format for subject and user's needs, inclusion of the work in bibliographies and indexes, and favorable reviews in standard selection tools; coordinates with the Library Director and the Public Services Coordinator in establishing plans for use of large, lump-sum grants and/or donations.
6. Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; provides or coordinates training programs for staff; counsels, coaches, and instructs employees; assists with the hiring and promoting of staff; maintains personnel/confidential employee files; may prepare and submit personnel action forms; may collect, verify, and submit time reporting records to payroll.

QUALIFICATIONS

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree and three (3) years experience working in a Library.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from staff, patrons, and the general public as well as effectively interact with adults and children.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Intermediate to advanced level of computer knowledge including Microsoft Word, Excel, and general desktop publishing software; knowledge of relational databases.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License and an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

The noise level in this working environment is usually quiet.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

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PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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