

LIBRARY PUBLIC SERVICES COORDINATOR

PC Library System
Pulaski County

Department: Library

Reports to: Library Director

Supervision Exercised: Supervises library public services circulation staff and volunteers

Supervision Received: Work is performed with minimal instruction and supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt, Full-Time

Work Hours: Evenings and weekend work may be required. May require out of town and overnight trips.

ESSENTIAL FUNCTIONS: The Public Services Coordinator oversees Circulation, Adult Outreach, Branch Services, and Reference. Assists with collection development. Writes reports and maintains statistics and does presentations to community groups as requested. Some driving is required.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must possess a valid driver's license and successfully pass a drug test and background check.

RESPONSIBILITIES:

- Train, supervise and evaluate circulation staff
- Provide assistance to patrons in the use of print, non-print, and electronic library materials and the retrieval of needed information
- Compile and maintain accurate statistics for monthly and annual reports
- Oversee and maintain Outreach Services for Adults at area nursing homes, retirement centers, and adult daycare facilities

- Oversee the development and implementation of library services and programming for adults
- Stay informed of current trends in libraries
- Follow the Collection Development Policy to maintain the system wide collection
- Prepare and coordinate publicity for distribution to the news media, in-house publicity, and the library web page
- Plan and implement some library displays
- Oversee and maintain the orderly appearance of library furniture, equipment, and materials
- Open and close library facilities according to prescribed procedures when scheduled
- Ensure that all public-accessed machines and equipment are operating properly and troubleshoot problems as needed
- Instruct patrons in the use of equipment as needed

ADA REQUIREMENTS: Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 30 pounds on a continuous basis and up to 50 pounds occasionally. The position also requires constant use of the visual and auditory senses as well as dexterity and skills with office equipment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess excellent oral and written communication, computer, and math skills

EDUCATION AND EXPERIENCE:

- Must possess a Master of Library Science degree from an ALA accredited program and library certification as a professional librarian from the Library of Virginia or is in the process of obtaining professional certification. Equivalent education and experience may be considered.
- Experience in library public services and supervisory experience are preferred.

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County and Library policies and procedures
- Maintains confidentiality with all vendors, patrons, and employee transactions, records, and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Participate in community events
- May participate in professional associations
- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of Library trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement
- Demonstrates initiative, commitment, and flexibility to work unpredictable hours as necessary
- Promote the branch library and the County Library System in a positive manner
- Establish ongoing contacts with the Library Board, Friends of the Library, local civic groups, and community groups and organizations

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies and procedures.

Employee: _____

Date: _____

Approved: May 25, 2021