

LIBRARY – Library Coordinator – JOB DESCRIPTION

- The Library Coordinator organizes, directs, controls, and promotes the activities of the City's Library. The Library Coordinator is expected to represent the library within the community, develop collections, provide budgeting information, manage volunteers, and manage the library facilities. Work varies, requiring interpretive judgement: has significant opportunity for discretion and independent action.
- Plans, organizes, and manages the services of the City Library; establishes goals and measures accomplishments against recognized standards. Studies and makes plans to develop the services of the library to meet more effectively present and future community needs, including study of community and area trends and their relation to the library. Advises, consults, and confers with the Library Board, other libraries, professionals, officials at State and Local levels), citizens, and community groups. Supervises and develops procedures, policies and public information, and reference service methods used. Coordinates the continued training and development of staff members. Evaluates the performance of staff members. Supervises the keeping of records and the preparation of reports. Prepares and presents library budgets. Prepares grant applications and seeks funding for operational and improvement programs whenever possible. Directs public relations to promote and publicize the library in the community. Supervises the maintenance of the physical plant. Maintains current knowledge of the new developments in the library field. Initiates plans, develops, and implements records and report systems and schedules.
- Assists patrons in the use of print materials, equipment, and technologies by answering questions, offers basic technical assistance, troubleshoots computer problems, assists in navigation the Internet, locates databases in order to help patrons use library resources. Locates materials, answers questions, refers patrons to outside resources and collections when appropriate in order to provide information services to patrons. Trains and supervises volunteers to help in these services. Develops collection in response to community's needs, develops materials purchase procedures, purchases materials, carries out weeding and evaluates donated materials. Initiates and coordinates programs; advises the Board on pertinent issues, and gives monthly reports on library operations, attends meetings, and participates in fundraising events.
- Communicate effectively with Chairperson and/ or The Library Board as needed.
- Conduct oneself in a professional and non-condescending manner. Do not use the platform of the community library for personal or political venues.

*** Must pass background check as the position will involve working with children. ***