

**LIBRARY ASSISTANT I  
LIBRARY COORDINATOR  
Job Description**

**GENERAL STATEMENT OF DUTIES:**

The Library Coordinator performs a variety of library tasks related to the customer service, technology and circulation of library materials by utilizing interpersonal and technology skills.

**QUALIFICATIONS:**

The following minimum requirements are established for this position:

1. High School degree or GED preferred.
2. Strong interpersonal skills.
3. Ability to lift, sort, shelve, and push library materials of up to 40 lbs. as well as ascend and descend stairs on a regular basis.
4. Basic knowledge of computers and willingness to learn more.
5. An interest in library materials and services and attention to detail.
6. A genuine interest in helping customers.
7. Ability to work in team and individual tasks.
8. A genuine interest in troubleshooting and problem solving regarding technology, office equipment and customer needs.

**RESPONSIBILITIES AND DUTIES:**

The Library Coordinator is responsible to the User Experience Manager for the following:

1. Greet and work with public and library staff, demonstrating a positive attitude and flexibility.
2. Perform tasks related to the circulation of materials, including staffing the circulation desk, checking materials in and out, shelving materials, creating and updating patron records, performing quality checks on items, and readers advisory.
3. Sort and shelve library materials as well as regular shelf reading.
4. Maintain physical appearance of library by picking up materials left on tables, tidy, push chairs in, fill displays, general cleanliness and tidiness of the library building and areas.
5. Educate patrons on how to use self-check-out stations, PAC, copiers, computers, microfilm and other self-service library equipment.
6. Assist in keeping display materials filled for ease of check out for patrons
7. Promote library programs
8. Knowledgeable of library policies and reinforce with patrons
9. Staffs other service desks as needed.
10. Keep reports and records as requested by your supervisor.
11. Address any safety issues as well as help maintain the positive appearance of the library.
12. Keep supervisor informed of noteworthy positive and negative occurrences.
13. Work rotating Saturday schedule.
14. Practices excellent customer service when assisting with complaints or problematic issues.
15. Other duties and projects as assigned.

**PERCENTAGE OF PERFORMANCE TIME:**

50% Shelving  
50% Assisting patrons and deskwork

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