



JOB DESCRIPTION

Position Title: Library Coordinator

Classification: Library I

Direct Supervisor: Assistant Director

FLSA Status: Non-Exempt

REQUIREMENTS FOR ALL EMPLOYEES

1. Outstanding customer service
2. Ability to follow library policies and procedures
3. Ability to work in team and individual tasks
4. Ability to communicate clearly
5. Ability to openly and respectfully engage with staff, patrons, supervisors, and others
6. Ability to work accurately in a changing and varied environment, and with frequent interruptions
7. Ability to maintain patron privacy and confidentiality of patron records
8. Ability to use various assigned technologies to complete work
9. Ability to lift, sort, shelve, and push library materials up to 40 lbs. on an occasional basis

POSITION SUMMARY

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.

REQUIREMENTS FOR THIS POSITION

1. High school degree or GED preferred.
2. Ability to learn and understand core library tenants, including understanding and upholding intellectual freedom; protecting patron confidentiality and privacy; supporting access to information and opposing censorship; supporting lifelong learning; and assessing and providing for the needs of diverse communities.
3. Demonstrated interpersonal and communication skills, including accurately comprehending, assessing, and conveying written and verbal information to individuals, vendors, and groups in a variety of settings.
4. Demonstrated attention to detail when numerous and diverse demands are involved; forward-thinking.
5. Strong organizational skills—ability to complete and prioritize simultaneous projects and customer needs.

ESSENTIAL FUNCTIONS

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 desks, 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, scanners, 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. Staff the desk at various hours, including occasional Saturdays.
9. Keep reports and records as requested by your supervisor.
10. Address any safety issues as well as help maintain the positive appearance of the library.
11. Keep supervisor informed of noteworthy positive and negative occurrences.
12. Practices excellent customer service when assisting with complaints or problematic issues.
13. Knowledge of library policy and ability to enforce it fairly and equally with staff and patrons.
14. Other duties and projects as assigned.