

Library Coordinator Job Description

Hours: 8:30am-5pm (with at least one evening to 6pm or 7pm & Saturday rotation as scheduled)

Salary: \$17-\$18.50 hourly plus benefits

Position Summary: Full-time position performing as part of a team providing excellent customer service to all library patrons. Jobs will include, but not limited to, customer service, clerical, technical support, collection development, reference and circulation services, event planning, organizing, and other library related jobs along with scheduled evenings and weekends as needed. Reports to Library Director.

Duties & Responsibilities:

1. Must keep a positive work atmosphere and promote the library and all staff. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.
2. Able to cover shifts, keep busy with library business, work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required, be dependable, and maintain a regular work schedule.
3. Must have excellent customer service, prioritize patrons, perform all circulation desk procedures. Able to have good communication skills with other staff members and patrons.
4. Ability to produce reports, perform basic PC troubleshooting, able to catalog and processes all types of library materials, maintain library collections.
5. Must be willing to open and close library as scheduled and as needed. Provides library services without assistance when scheduled. Will be required to be the 1st backup to part-time staffing. Flexibility to adapt to library needs and schedules.
6. Plan and host monthly library events, provide monthly library programming, must support, plan and assist in summer reading, plan monthly adult & kids crafts.
7. Keep inventory of office and library supplies.
8. Shelve library materials, read and straighten shelves, able to use label maker, assist in organizing in the library sections (nonfiction, fiction, etc.), able to sort efficiently in alphabetic and number order, particularly with regard to decimal numbers.
9. Creates and maintains letters, newsletters, lists, flyers, signs, social media posts, website updates, etc.
10. Assists in recommending selections of materials and deselection of materials.
11. Ability to learn new technology and effectively use it to perform assigned duties.
12. Seeks out alternative sources of funds for programs such as grants, private donors, or service organizations.
13. Serves on professional and library system committees as assigned by the director.
14. Able to receive training on basic director duties (bills, timesheets, library building, maintenance, etc.)
15. Perform basic accounting for cash, receipts, and bank deposits.

Examples of work:

1. Performs alpha-numeric sorting and filing
2. Arranges materials on book carts and re-shelves materials in proper order.

3. Empties book drops and able to check in & check out materials.
4. Able to process and mend library materials.
5. Perform circulation desk procedures, such as but not limited to, checking in and out materials, creating library cards, collecting money for copies, making copies, placing holds for patrons, searching for library materials, resolving lost and overdue items, answering phones calls, etc.
6. Plan, assist, and run library events and programs.
7. Able to clean up and keep the library organized and tidy.
8. Ability to use microfilm reader, computers, and other library equipment.
9. Inventory library supplies.
10. Assists with record-keeping and maintains public postings.

Essential Knowledge, Skills, & Experience:

1. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with staff, trustees, and the public.
2. Ability to effectively present information and respond to questions from staff, trustees, and the public.
3. Ability to gather statistics, analyze information, and write reports.
4. Willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
5. Ability to maintain confidentiality of library patrons' information.
6. Ability to operate library equipment and technology properly, which may require knowledge of databases and search methods.
7. Must be able to take direction, take constructive feedback, and implement what is best for the library per the direction of the Director and the Library Board.
8. Good writing & speaking skills. Ability to communicate & exhibit respect, kindness, and sensitivity to people of all ages, co-workers, and all staff.
9. Self-motivated and goal oriented.
10. Ability to do accurate, detailed work, to remain calm under demanding circumstances.

Experience Preferred:

- Four-year degree
- Previous library work experience, particularly in customer service and/or circulation
- Computer experience - Canva experience, newsletter, spreadsheet and Microsoft Office experience, Data entry, database maintenance social media and website experience
- Must have access to reliable transportation.

Selection Guidelines:

Formal Application, rating of education and experience, oral interview and reference check. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The position description does not constitute an agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the position change. Probationary period of up to 9 months, first check in at 3 months, then 6 months, then 9 months.