

LIBRARY COORDINATOR

NATURE OF WORK

This is advanced professional library work supervising a major system-wide library service.

Work involves the application of professional library principles and procedures to a major library service such as supervising the Main Library, Support Services, or Youth Services. This is professional work requiring extensive technical skill, knowledge and experience in the field of library science. Independent judgment is exercised in the overall management of the area, with work decisions made in accordance with departmental policies and procedures. Work may include supervising and training personnel; developing and executing budgets; planning and coordinating library services; overseeing library collections; planning system-wide programming for a large audience. Work includes presentations to the public, expectations of leadership and initiative, role modeling effective customer service and professional standards, and participation on Management Team. Supervision is received from the Assistant Library Director with work being reviewed through conferences, reports and appraisal of the effectiveness of service provided. Supervises professional, paraprofessional and unclassified personnel, and volunteers.

EXAMPLES OF WORK PERFORMED

Manages system-wide services such as Youth Services or Collection Management.

Supervises Main Library.

Ensures that accurate and accessible information regarding library resources is available to the public.

Participates in long-term and short-term system-wide planning.

Develops operational and/or media budgets.

Maintains contact and plans cooperatively with outside agencies such as City departments, educational institutions, civic groups and business organization in relation to library services.

Represents the library in a variety of work and social settings; acts as designated in charge in absence of Director and Assistant Director.

Makes public presentations regarding library services.

Writes grant applications to fund special projects.

Analyzes services, resources and policies and makes suggestions for improvement; coordinates processes for system-wide changes; oversees system-wide special projects.

Addresses customer complaints, concerns, or questions.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the role of the public library in society.

Extensive knowledge in specific area of assignment, such as Collection Management or Youth Services.

Knowledge of current trends and practices in libraries.

Knowledge of management and supervisory best practices.

Demonstrated ability to work well with the public and with colleagues.

Ability to communicate effectively orally, in writing, and via electronic means.

Ability to plan, prepare, and implement budget recommendations for section.

Ability to create working plans for implementation of strategic plan.

Ability to motivate and inform staff in regard to suggested changes and innovation.

Ability to assume and complete major projects for system.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by a Master's Degree in an ALA-accredited library science program plus four years of library experience and supervisory experience in an area of specialization that applies to the position's specific needs, or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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