**JACKSON DISTRICT LIBRARY**

# Job Description

**TITLE: COORDINATOR OF LIBRARY SERVICES II**

**Nature of Work**

* Coordinates the activities of assigned personnel, assigning duties, developing and scheduling various programs and assuring that adequate materials and equipment are available to provide the best possible library services to the community.
* Selects, trains and evaluates the quality and accuracy of staff performance, mentoring employees as needed.
* Is department head or supervisor providing assigned library services either directly or through staff, personally performing library services.
* Clarifies library policies and procedures training employees and updating staff of changes in the library system.
* Establishes preliminary goals and objectives for administrative review and approval for the area of assignment.
* Assesses information regarding the community such as reading needs and interests, formulating service goals and developing programs for the library in conjunction with staff and library administration.
* Prepares various reports regarding library use activities and programs describing and evaluating services for library administrative use.
* Plans, publicizes and promotes library services through group presentations, lectures, news releases, bulleting and by advertising library programs of public interest within the community.
* Assists branch staff and patrons with various reference inquiries.
* Participates in selection of print and non-print materials, maintains collection through weeding and repair and initiates requests for areas library equipment.
* Participates in preparing grants to obtain alternative funding for programs and implements programs under the condition of the grant.
* Monitors budget for area of assignment in order to stay within budgetary limitations.
* Performs various custodial and maintenance duties in order to maintain the library' s appearance and safety of the public.
* Serves as liaison with outside agencies and the general public, sharing information, coordinating efforts and solving problems related to library services.
* Responsible for maintaining order and enforcing rules of behavior for patrons in the area of assignment.
* Performs a variety of other related activities or workloads temporary absences or emergencies dictate.

# COORDINATOR OF LIBRARY SERVICES II

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

# Employment Qualifications

**Education:** Possession of a Master's degree in library science or the equivalent from an ALA accredited institution.

**Experience:** Three to five years of progressively higher management experience in libraries.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

For purposes of Employment Standards, this classification is "Exempt" from the overtime provisions of the Fair Labor Standards Act.

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