



## **Title:** Library Services Coordinator

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Library Manager or Librarian III.

Exercises direct supervision over full-time employees, part-time employees, and temporary or seasonal employees.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

### **JOB SUMMARY**

The purpose of this position is to supervise the circulation department, volunteers, and oversee general library operations, to participate in development of the library systems, and to review automation and work processes. Schedules and assigns tasks, researches services and trends; participates on committees; reviews efficiencies; develops and updates policies and procedures; plans and executes special programs and promotional events; compiles statistics; writes reports and grants; resolves issues; works with outside agencies and organizations.



### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Manages general operation of library. Participates in strategic planning of library systems; reviews and updates policies and procedures; attends meetings and coordinates with other departments; orders materials and supplies; maintains facility operations, send work orders, and prioritizes needs, and coordinates changes; participates in user group meetings; networks with other libraries and vendors to learn of new ideas and products; writes grants and pursues partnerships.
3	Resolves difficult patron issues. Communicates with customers; listens to customers and clearly explains library / City policy or procedure and offers positive solutions; gathers available information to create best possible solution; reviews end result with employees as learning opportunity; completes incident report, if appropriate; supports library staff in resolving matters, when needed; surveys other libraries on policies, procedures, fines, fees, and limits.
4	Cash / Fiscal Management. Manages materials recovery for collections and recovery of materials and fees; creates budget supplements for future department needs; accounts for expenditures; responsible for cash handling, including training, procedures, activity, deposits, and run reports; forecasts funding needs for supplies and inventory.
5	Manages technology. Tests and previews upgrades for automation system and other technology; trains staff on changes and new services; troubleshoots basic equipment and software to maintain operational status or correct problems; maintains service agreements with vendors for equipment and software; coordinates service visits and reports issues; investigates changes in integrated library system and services; determines impact of change on staff efficiency.
6	Supervises Volunteer Program. Analyzes library needs for volunteer assistance; promotes, recruits, interviews, schedules, trains, and evaluates volunteer staff; coordinates volunteer recognition events; networks with outside agencies.
7	Communicates and promotes library services. Researches, develops and evaluates programs and promotional ideas; serves as liaison on committees; works internally and externally to utilize resources for library programs; plans, organizes, executes, and evaluates special events at the library.



# City of Peoria

## HUMAN RESOURCES

### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

<b>Physical strength for this position is indicated below with "X"</b>				
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Sedentary	Light	Medium	X	Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.

<b>Work Environment for this position is indicated below with "X"</b>			
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.			
Office	X	Outdoors	Vehicle
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

### MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, copiers / fax, and related software, telephone, RFID pads and shelf check machine, laminator, calculator, resurfacing machine, paper cutters, mallets, tool box contents, City vehicle.

### PROTECTIVE EQUIPMENT REQUIRED:

None required.