

CITY OF LINCOLN LIBRARY COORDINATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, plans, organizes, coordinates and directs the day-to-day operations and activities of the library, including cataloging, reference, and public circulation services; provides professional and technical assistance to the public; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Library Coordinator** is the professional level position in which incumbents are expected to independently perform the full scope of assigned library support duties and assist in the day-to-day coordination of staff. This class is distinguished from the next higher class of Director of Library Services/Library Manager in that the latter has overall responsibility for administering the Library's operations.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Director of Library Services/Library Manager, City Manager or his/her designee. Receives direction from the City Manager relative to implementation of Federal and State laws, codes and regulations. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, organizes, coordinates and directs the day-to-day operations and activities of the library, including cataloging, reference, and public circulation services; provides professional and technical assistance to the public.
- Performs a wide variety of technical and professional-level library support services related to patron assistance, circulation, automation, acquisitions, cataloging and processing.
- Assists patrons both in person and via telephone, including registering borrowers, charging and discharging materials, maintaining borrower accounts, archiving materials as appropriate and processing requests and inter-library items; checks in and checks out materials; explains and assists users in utilizing library resources.
- Responds to in-person and telephone requests for library materials, services and information; conducts reference interviews, evaluates data sources, searches electronic and print sources; locates and evaluates relevant information.

LIBRARY COORDINATOR

Page 2

- Operates a variety of computer systems related to library services and record keeping; posts, files, maintains and enters data records; compiles data and prepares summary reports; orders and receives materials and processes payables; processes incoming materials for use in the library collection; assists in designing and updating the Library related Internet pages.
- Assists the Director of Library Services/Library Manager in completing state reports and keeping current on all state regulations related to library services.
- Provides input regarding the development of Library administrative and facilities policies and procedures; provides recommendations regarding programs, projects and work assignments; may provide lead direction to staff.
- Maintains serial collection by updating records and routing materials; catalogs and archives documents and resources; distributes publications.
- Addresses and responds to service questions, inquiries and complaints; establishes and maintains a customer service orientation within the department; provides reference services to staff and the public.
- Maintains daily accounting records, analyzes billings, invoices, deposits, P.O.s, and coordinates with the bookkeeper; selects, motivates, trains and evaluates assigned personnel.
- Directly aids the Director of Library Services/Library Manager with other related duties as required, such as hiring, reports, statistics, and presentations to stakeholders.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management, City staff, vendors, proctors, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing documents and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Library Coordinator**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of directly related library experience, and a bachelor's degree in library and information science or similar field.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of library routines, procedures and services; principles and practices of records management; principles and practices of library cataloging and classification systems; public desk procedures and methods of providing services and information; library equipment and resources; standard library automated circulation and borrower services; information sources and methods; bibliographic utilities; computer systems and programs; cataloging and bibliographic search procedures, including specialized library software; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Skill to:

Operate an office computer and a variety of word processing and software applications.

Ability to:

Participate in a variety of tasks relating to providing library services; research and utilize reference systems; interpret and apply administrative and departmental policies and procedures; analyze situations appropriately and adopt effective courses of action; implement, explain and apply applicable laws, codes and regulations; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; prepare clear and concise reports and keep accurate records; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Salary Range: Refer to Professional/Administrative Salary Schedule
FLSA: Nonexempt
Employee Group: Professional/Administrative, Local 39
Effective: July 1, 2017