

GARLAND COUNTY LIBRARY
Position Description
JOB TITLE: Adult Services Coordinator

Exempt(Y/N): No

DATE PREPARED: August 2022

DEPARTMENT: County Library

SUPERVISOR: Adult Services Librarian

SUMMARY:

Under the close direction of the Adult Services Librarian, the Adult Services Coordinator performs general library duties requiring skills in computer use, typing, filing, and clerical duties. The Adult Services Coordinator is responsible for assisting with specialized services such as programming, outreach, delivery, meeting room reservation, and interlibrary loan. The Adult Services Coordinator also works in conjunction with the Library's Marketing Department to develop, write, and proofread promotional materials related to Adult Services. The incumbent assists in offering varied services to library patrons to increase, promote, and ensure efficient library operations. This individual has extensive contact with the public requiring excellent customer service skills along with exemplary written and verbal communication skills. Must also work as part of a service team to establish and promote goals of the Library.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assists Adult Programs Coordinator in planning, executing, and evaluating programs and events. Duties may include developing and scheduling new programs, contacting presenters, and acting as emcee for both live and virtual events.
2. Assists Outreach Coordinators in planning and executing outreach efforts. Duties may include library card sign-up events, speaking at civic or church group meetings, and promoting Library services at other large public events, both indoor and outdoor.
3. Assists Outreach Coordinators with home delivery, remote locker, and bookmobile services. Duties may include running delivery reports, planning routes, and the safe operation of Library vehicles.
4. Assists Adult Services Team with meeting room reservations. Duties include researching incoming requests for eligibility and availability and maintaining accurate records.
5. Assists Adult Services Librarian with providing interlibrary loan service. Uses advanced resource sharing tools and techniques to provide exceptional

customer service and efficient delivery of materials via interlibrary loan. Maintains records and files in an accurate and proficient manner.

6. Assists Adult Services Team with Marketing Department's production of promotional materials. Duties include drafting, editing, and proofreading of press releases, calendar postings, and other promotional items related to Adult Services.
7. Provides Public Services assistance as needed. Includes assistance to patrons by checking out books and other materials; issuing library cards; inspecting returned materials for damage; sorting and shelving books and other items; answering inquiries of a non-professional nature on the telephone and in-person and referring patrons requiring more information to the appropriate office or staff member; providing basic assistance to readers in the use of catalogs or computerized equipment and indices; and locating, reserving, and/or retrieving library materials for library patrons and staff.
8. Performs typing, and compiles data for various statistical reports using computer programs and equipment.
9. Operates and troubleshoots minor problems with office equipment, computer and peripheral equipment, and audio-visual equipment. Offers instruction to the public in the proper use of this equipment.
10. Explains and carries out library policies and procedures to patrons.
11. Provides routine informational and reader advisory services.
12. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ideal candidate should possess a clean driving record and valid driver's license.

EDUCATION and/or EXPERIENCE:

High School Diploma or GED preferred. Library or other customer service experience preferred.

OTHER SKILLS and ABILITIES:

The person in this position must possess the ability to communicate effectively both orally and in writing and possess excellent interpersonal relations skills. The incumbent must possess the ability to type with above average results, have general computer knowledge, possess the ability to interpret library manuals, operate audiovisual equipment, and have general knowledge of decimal numbers and their

construction. The person in this position must be able to establish and maintain a good working relationship with the public and other employees. Should possess the ability to focus on repetitive and varied detail-oriented work. Should also be able to multitask various jobs demanding attention.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel objects, reach with hands and arms; climb or balance on a step stool/ladder; stoop or crouch, and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds and possess the ability to move/push wheeled trucks with heavy loads.

Specific vision abilities required by this job include close vision, color vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT:

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.

The noise level in the work environment is usually quiet. The work may be considered moderately stressful as the environment is often fast paced in its public service orientation.