

Adult Services Coordinator Pittsburg Public Library

Summary

The Adult Services Coordinator provides high quality, friendly, and professional reference and reader's advisory service to the public while working the Adult Services desk. The person in this position coordinates activities within the Adult Services Department including planning and conducting adult programming and events, and assisting with the development and maintenance of adult library collections and materials.

Position Type/Expected Hours of Work

Full-time, 40 hour a week position with benefits. Non-exempt for purposes of Fair Labor Standards Act. Days and hours of work can vary and will include evenings and some weekends. Under the general direction, administration, and supervision of the Library Director.

Pay Rate: \$20/hour

Essential Job Functions

- Oversees reference and readers advisory services, assists patrons in locating materials, and instructs patrons in the use of library materials, including digital resources, and online catalog.
- Oversees the planning, implementation, and review of Adult Services programs in accordance with the library's mission.
- Participates in collection development and maintenance of adult materials.
- Oversees and participates in interlibrary loan transactions.
- Assists in hiring, instructing, training, and evaluating the work performance of Adult Services staff.
- Participates in outreach efforts of the Adult Services department.
- Provides tours, library instruction, and outreach for community groups and organizations.
- Seeks and engages in professional development opportunities relevant to adult services.
- Develops and maintains displays, exhibits, brochures, bookmarks, and other promotional tools.
- Maintains statistics and records for the Adult Services Department.
- Attends staff meetings and continuing education events as assigned.
- Demonstrates professional behavior and adheres to all library policies and procedures.
- Performs other duties as requested by the Library Director.

Education and Experience

- Bachelor's degree required, MLS preferred.
- Experience working in a public library or a related field.
- Experience coordinating programs and services.

Knowledge, Skill and Ability

- Support the library's mission and provide exceptional customer service in-person, on the phone, and within technology platforms.
- Strong research, writing, and communication skills; ability to communicate effectively and appropriately with people from diverse backgrounds.
- Be an active reader and knowledgeable about books, authors, subjects, series, genres, topics, and trends.
- Ability to navigate digital resources on a variety of devices and able to assist others with digital downloadable resources with clarity and patience.
- Ability to react tactfully and diplomatically during interactions with staff, the public, community groups, etc. while appropriately adhering to and enforcing sound library policies, procedures, and practices.
- Ability to plan and organize a personal work schedule, work independently, and use initiative and independent judgment in a variety of situations.
- Knowledge of computers, the internet, email, social media, Microsoft Windows, and Office applications, and other relevant technologies and equipment.
- Ability to accurately prepare and maintain various records, reports, and documents.
- Ability to learn and exhibit a thorough understanding of library services.
- Ability to speak distinctively in front of large groups.
- Ability to build and maintain positive relationships with co-workers, library patrons, and community partners.
- Ability to problem solve effectively and in a timely manner.
- Ability to drive Library vehicle and hold a valid driver's license.
- Demonstrates energy, enthusiasm, and curiosity about the changing world of public libraries.

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.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to walk, stand for long periods of time, and bend frequently. Employee will push/pull loaded book carts. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- The employee must be able to lift and/or move objects up to 40 pounds.

Requirements

- Must possess or have the ability to obtain a valid Kansas Driver's License.
- Successful completion of pre-employment screening tests including Drug and Alcohol, and Criminal Background Check.

Work Environment

This position operates mainly in an office setting and routinely uses standard office equipment. There will be some travel required and some work outdoors at programs and events. This is a fully on-site position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time without notice and will include other duties as assigned.

The Pittsburg Public Library provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type.