**FULL-TIME POSITION OPEN**

**PUBLIC SERVICES COORDINATOR/HEAD OF MAIN LIBRARY**

**(GRADE EL)**

**Basic Function:**

Plans and manages the activities of public services locations/departments and assigned special administrative projects within the library system.

**Distinguishing Features of the Class:**

This classification is professional library work calling for the application of the principles of library science to the assignments. The distinguishing feature of this class is that the duties performed and projects assigned are supervisory and managerial in nature and have system-wide impact; incumbents are responsible for overseeing large budgets and multiple levels of employee classes. Employees assigned to this class serve as supervisors and have hire, fire and disciplinary authority. Complex and sensitive library problems are solved independently.

**Characteristic Duties and Responsibilities:**

Plans, manages and evaluates the activities of public services locations/departments; coordinates services with other library activities.

Analyzes community information needs, identifies trends in information delivery, and designs programs and services to provide optimum service to the library's service district.

Monitors and evaluates the effectiveness of library services and programs; makes adjustments as necessary to assure the delivery of the highest quality service.

Assists the Director in developing and maintaining a long range plan for services and resources that meet the changing needs of the library system's service populations.

Participates in budgetary planning; monitors unit budget.

Prepares annual and special reports.

Trains and makes assignments to subordinates, evaluates their performance, and recommends personnel actions.

Assists the Director in the development of library public service policies; interprets and assures the implementation of official policy.

Serves as a member of the Library's Management Team; leads and facilitates special or standing committee’s system-wide in scope.

Alternates with other Public Services Coordinators or Librarian Supervisors as the person in-charge of daily public services related operations of the Main Library building; may be in-charge of the library system in the absence of the Director or Assistant Director.

Coordinates the development and maintenance of the library system materials collections and collection development policies.

Consults with Librarian Supervisors on system-wide collection development and maintenance of adult, young adult and children's materials in a variety of formats.

Prepares correspondence and hears and resolves complaints.

Keeps informed of developments in the library profession and in the service district.

Participates in the activities of professional and community organizations; serves as an advocate of the Library system's programs and services.

Communicates effectively with staff, patrons, community, individuals and groups.

Oversees physical plant (cleanliness, safety, security, use); reports problems to the Facilities Manager and/or immediate supervisor.

**Knowledge, Skills and Abilities**:

Thorough knowledge of professional library principles, methods, techniques and procedures; thorough knowledge of reader interest levels; ability to lead, plan and supervise the work of others; ability to use office productivity and communications software applications in a computerized, networked environment; tact and courtesy; ability to work in a team environment; ability to lead and facilitate small groups; ability to speak effectively in public; good professional judgment.

**Education, Training and Experience**:

Requires a master of library science degree issued by an ALA-accredited library school and four to six years of related experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Supervisor:**  Director

**Other:**

Salary range: $46,968 - $76,422 depending on qualifications and experience; good benefits. Serves as Supervisor of the Main Library. Applicants are expected to work evenings and weekends. Knowledge of digital conversion technologies, standards and workflows preferred. Develops partnerships with local agencies and other community groups, attending meetings, giving presentations and facilitating connections between the Library and various groups throughout the Library service district. Researches and writes grant proposals. Requires excellent networking and communications skills, strong commitment to customer and public relations; excellent supervisory skills including the ability to monitor, evaluate, coach, train, and mentor staff; thorough knowledge of all aspects of public library services; competent and comfortable using new information technologies. The Lorain Public Library System has a Main Library, five branches and a book truck, which serve a diverse population of over 135,000. Pre-employment physical required.

**Closing Date for Applications:**  Open Until Filled

**Apply To:** Anastasia Diamond-Ortiz, Director, Lorain Public Library System, 351 Sixth Street, Lorain, OH 44052

**EEO/AA/EQUAL ACCESS AGENCY**