

EMPLOYMENT OPPORTUNITY

Adult Services Coordinator

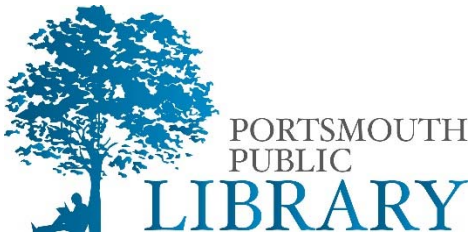
MLS/MLIS, 3 years of experience with Adult/Public Services processes, and supervisory experience is required!

\$19.50 - \$25.49/hour plus benefits!

(salary is commensurate with experience)

The library is accepting applications for a full-time Adult Services Coordinator scheduled to work 40 hours per week. This position is responsible for managing the Adult Services Department and system-wide collaboration. Other duties vary according to the needs of the library. This position will be scheduled primarily at the Portsmouth Branch.

If you meet the requirements listed on the attached job description and are interested in applying, please visit www.yourppl.org and submit an online application.



Adult Services Coordinator

Summary:

The Adult Services Coordinator, under the direction of the Deputy Director, is responsible for providing collaborative guidance system-wide. The PS Coordinator is responsible for overseeing the workflow of the Reference and Circulation public desks and ensures that the department provides the best possible service for PPL patrons, staff, and the surrounding community including overseeing programming for adult and young adult patrons and collection development system-wide

Minimum Job Requirements:

- MLS/MLIS from an ALA-accredited institution
- Minimum of 3-years management or supervisory experience in a library setting
- Minimum of 5- years of adult services work experience in a library setting
- The ability to meet scheduled hours with rare absences; includes evenings and weekends
- Driver's License, car insurance, and access to reliable transportation / vehicle
- Commitment to excellence in customer service and representing the library in a positive manner
- Exceptional communication skills; both verbally and in writing
- The ability to effectively use Microsoft Office Suite and use new software and technology

Essential Functions:

- Provides system-wide leadership in the administration, planning, implementation, promotion and evaluation of all adult and young adult services programming, both in-house and virtually
- Coordinates system-wide collection development and maintenance functions
- Provides reference and readers' advisory services
- Assists in the interview and selection process for AS Staff, and other departments, as needed
- Directs and supervises AS staff including scheduling, training, evaluating, disciplining, and overseeing professional continuing education
- Attends and presents at continuing education programs such as seminars, webinars, and conferences
- Attends and participates in professional association meetings and seminars/workshops
- Participates in library committee work
- Assist with patron complaints and customer service issues
- Calculate and input system-wide statistics
- Tender Fines and complete daily deposits

Additional Functions:

- Assist other Departments as needed
- Other Duties as Assigned

Knowledge, Skills, and Abilities:

- Considerable knowledge and understanding of library operations
- The ability to exercise initiative and independent judgment
- The ability to handle and maintain confidential and sensitive information
- Knowledge of and compliance with library policies and procedures
- The ability to work cooperatively and effectively with other staff members and library departments
- Knowledge of and compliance with emergency and safety policies and procedures
- The ability to deal with frequent interruptions in work and move among various tasks effectively
- The ability to learn and implement current and emerging technologies

Special Requirements:

- Update job-related knowledge and skills through continuing education workshops, webinars, conferences and staff development activities

Physical Requirements:

- Considerable manual dexterity for use of keyboard and standard office equipment
- Requires ability to manipulate library materials, such as books, magazines, and DVDs
- Requires a combination of sitting, standing, walking, kneeling, squatting, and some driving
- Requires regularly lifting items weighing up to fifty pounds; sometimes loading and unloading materials
- Abilities of reaching, bending, climbing, and twisting
- The ability to push full book carts for considerable distances
- Some outdoor activity; majority of time in climate-controlled environment. Regularly required to talk and/or hear within normal ranges
- The ability to respond to alarms and communicate safety information to patrons and staff
- Visual acuity for sustained use of computer monitor

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and the requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this document. Any essential functions of this position will be evaluated as necessary should an applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Employee Signature

Date