

## **Meherrin Regional Library System Job Description**

**POSITION TITLE: Public Services Coordinator**

**REPORTS TO: Library Director**

**SALARY RANGE: \$23,750-24,500**

### **I. Position Summary**

Under the supervision of the Director, the Coordinator performs major and varied tasks and professional duties to support circulation, reader services, technology, the facility, adult, teen, and children's programs, collection development, and community needs for the Meherrin Regional Library System.

### **II. Major Duties**

The Public Services Coordinator (PSC) directly supervises branch circulation staff.

The PSC plans, implements, and participates in in-house and outreach programs for adults, teens, and children. Performs public speaking as needed. May conduct weekly storytimes for preschool children; designs and creates displays, bulletin boards, and promotional materials as needed. Photographs library activities and works with other library staff to promote library programming.

Performs advanced circulation functions; selects books and non-book materials; confers with staff on collection needs; assesses gifts and donations for collection distribution; compiles data and completes reports. Responsible for the maintenance of balanced daily receipts and routine branch deposits.

The PSC serves on the MRLS leadership team. The PSC promotes good will and positive public relations in regard to library services. Work hours include evenings, Saturdays, and covering a flexible work schedule.

Performs other duties as required and/or assigned by the Director of Meherrin Regional Library System.

### **III. Knowledge and Skills Required**

- Knowledge of standard public library principles, methods, practices, and objectives
- Ability to learn, grow, and adapt to a variety of situations
- Experienced in Microsoft Word, Excel, and circulation software
- General but broad understanding of reader interests and genres
- Ability to establish and maintain an effective working relationship with library employees and patrons of all ages and diverse backgrounds
- Ability to assist staff and patrons with computing needs inclusive of Microsoft Office, internet browsing, Wi-Fi connecting, tablets, printing, and database searches
- Ability to problem solve, multi-task, and manage a variety of simple to complex situations
- Must be a team player with a positive attitude and flexibility

#### **IV. Minimum Qualifications**

- B.S. or B.A. degree from an accredited college or university. Recent or prospective graduates with proven experience may be considered.
- A valid driver's license and acceptable background check.

#### **V. Guidelines**

All employees hired are to follow the Meherrin Regional Library Policy Manual and Bylaws, the Meherrin Regional Library Employee Handbook, and abide by the Employee Code of Conduct.

#### **VI. Complexity**

Work is basically routine in nature but includes researching, writing reports, maintaining statistics and solving problems related to major duties.

#### **VII. Scope and Effect**

Courtesy, accuracy, and efficiency are necessary to ensure that library patrons receive a high level of service, growth and development.

#### **VIII. Personal Contacts**

Contacts are with supervisors, co-workers, volunteers, city and/or county departments, community agencies, daycare groups, and the general public. Has to have the ability to lead and work in group or team situations.

#### **IX. Physical Demands**

Stamina is required due to the need to maintain a positive posture when dealing with the public. The job also requires creativity and energy. Work involves reading to children and from a computer screen. Reaching, bending, walking, climbing, and lifting are common and consistent physical demands. The ability to drive the Library vehicle is required as needed.

Updated July 28, 2017