



## POSITION DESCRIPTION

### **LIBRARY SERVICES COORDINATORS**

#### **DEFINITION:**

The persons in these positions manage, direct and coordinate a major unit of service within the library, including supervising staff within the unit; maintain functional relationships among and between all other service units; provide training and professional development to staff; ensure that library services are responsive to community needs; and make effective use of appropriate technology in the provision of library services. Employees may be assigned and/or rotated into either the Circulation Services or Business Services functional areas.

#### **SUPERVISION RECEIVED AND EXERCISED:**

These positions are directly supervised by the Library Services Director and/or Library Services Manager, and they supervise any assigned staff, including library assistants, pages and volunteer staff.

#### **DISTINGUISHING CHARACTERISTICS:**

These are the highest-level paraprofessional positions within the Library Assistant classification series. Positions at this level are distinguished from other classifications within the Library Assistant classification series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classifications within the series, including responsibility for a functional area of administration. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility.

#### **EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):**

**CIRCULATION SERVICES COORDINATOR:** Interpret and implement library policy effectively and diplomatically; manage automated circulation operations; train library employees in using shared automated circulation system; train library employees in all library circulation practices and policies; recruit, train, schedule and supervise library pages and volunteers; supervise circulation desk functions and duties, including the charging and discharging of library materials, issuing library cards, collecting fines; receive and respond to patron complaints and inquiries regarding overdue material and lost or damaged books or cards; responsible for statistic-compilation and analysis; supervise the process of follow-up for unreturned materials; receive and process monies for fines, lost materials, etc. Also, has oversight responsibilities for the acquisition and processing of periodicals; the ordering and distribution of circulation and office

supplies; the processing of all interlibrary loans within the Peninsula Library System. Serves as San Bruno's representative and liaison on system-wide committees and circulation-related issues; and other duties as assigned.

**BUSINESS SERVICES COORDINATOR:** Assist department head and designated staff in the management of library budget; assist with formulation, compilation, and preparation of annual library budget, including compiling data and generating documents to support budget request; monitor budget accounts and allocations and processing of expenditures, including daily involvement in disbursements, record keeping, and expenditures analysis; coordinate standards for consistency in acquisitions and record keeping within department; resolve problems with payments and records of transactions through contact with vendors and finance department; act as liaison between library and finance department; compile data and generate and/or prepare reports as required, for financial status reports, annual State Library report, etc.; formulate and initiate new procedures as required for administration of budget. Responsible for the management of acquisitions activities throughout the library, including monitoring materials allocations and expenditures; contact vendors and sources; prepare and process acquisitions records, orders, shipments, and payments; resolve problems with shipments and payments; initiate new procedures as required. Assist department head in the preparation of written material, including typing, proofreading and editing, and other duties as assigned.

**ESSENTIAL JOB FUNCTIONS:**

Ability to establish and maintain positive and cooperative relationships, with library and city staff, patrons and citizens, library personnel at other libraries within the system, and system-level personnel; use independent judgment and initiative; remain calm when dealing with difficult situations and/or several people at the same time, handling situations with tact and firmness; ability to use personal computer for word processing and other library applications; ability to stoop, bend, and crouch to retrieve materials and lift books or other material weighing up to 40 pounds.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

Library organization, procedures and terminology; computer applications in a library environment; automated library procedures; modern office methods; principles of supervision, training and personnel management; principles of budget preparation and administration.

**Ability to:**

Perform library paraprofessional and clerical work with accuracy, speed and thoroughness; provide supervision and training of staff; understand and carry out written and oral instructions as well as ability to train and give instructions; understand and interpret the use of the automated circulation system.

**Skills:**

Ability to type at least 45 wpm accurately and to use office equipment, including but not limited to personal computer, calculator, and Dictaphone.

## **EDUCATION AND EXPERIENCE**

These positions require an AA degree with major course work in library science or a related field, or completion of the equivalent of two years of college-level courses, plus three years of increasingly responsible library paraprofessional experience, demonstrating supervisory and/or business skills as applicable, and at least two years of significant experience with automated library applications. A Bachelor's degree in a related field is highly desirable.

### **License Required**

Possession of and/or ability to obtain and maintain a valid Class C California driver's license.

### **Work Environment:**

Employees primarily work in an indoor public service environment. Work schedule may include evenings and weekends.

Effective Date:

Resolution Number:

Revision History: