



JOB DESCRIPTION

Library Coordinator

Date Prepared: September, 2020

SUMMARY: Under limited supervision, develops, organizes, and oversees a variety of library and community service programs and activities; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Develop, Plan, and Assist with the City's library programming.
- Assist with the planning and implementation of library events such as the Summer Reading Program and Harry Potter party.
- Assist with the supervision, training, and scheduling of part time and seasonal library staff.
- Recommend staff discipline procedures, as needed.
- Provide on-site supervision and implementation of assigned program areas and events.
- Assist with administrative tasks including the maintenance of records, files, and other data.
- Assist in preparing promotional materials including flyers, program brochures, newsletters, and press releases.
- Ensure that assigned programs or events are operating in compliance with established City policies, and health and safety rules and regulations.
- Monitor assigned facilities and activities of users and secure facilities as required.
- Participate in assessing program and event needs for budget development.
- Assist the City Librarian in recruiting, interviewing, selecting, and training volunteers, contractors, and vendors for events and programs.
- Prepare requisitions and submits invoices for processing.
- Assist in preparing and processing contracts and agreements.
- Monitor associated payments and insurance renewals.
- Assist in the evaluation of programs and events.
- Resolve customer satisfaction issues.
- Make recommendations on refund requests.
- Assist in developing and refining policies and procedures.
- Assist in writing and administering grants for various programs and projects.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Equivalent to graduation from high school, with 30 units of college course work in library science or a related field AND three years professional program administration experience OR an equivalent combination of education, training, and experience. Associates degree or higher in Library Science or a related field is preferred.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

Knowledge of:

- City policies and procedures.
- Principles and practices of effective employee supervision.
- Principles and practices of contract administration.
- Principles and practices of public relations and marketing.
- Principles and practices of project management.
- Methods and techniques used in planning, marketing, and evaluating events and programs.
- Modern office practices and procedures.
- Operational characteristics of assigned programs and events.
- Principles and practices of effective and appropriate public contact and customer service.
- English usage, spelling, grammar and punctuation, and basic mathematical principles.

Skill in:

- Working independently under minimal supervision.
- Developing and maintaining library programs.
- Scheduling, training, and supervising the work of others.
- Using initiative, discretion and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Organizing and managing multiple projects, with the ability to prioritize work.
- Expressing ideas clearly and communicating effectively verbally and in writing.
- Building effective teams and providing efficient customer service.
- Interpreting and applying City, state and federal policies, laws, and regulations.
- Operating a personal computer and various software applications.
- Preparing written reports, newsletters, flyers, and other written materials.
- Analyzing, interpreting, and explaining program policies and procedures.
- Establishing and maintaining effective working relationships with those contacted during the performance of work duties.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment and is occasionally subject to outdoor settings with exposure to diverse weather conditions such as wind, heat, cold, and rain. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head Approval

Date

Personnel Officer Approval

Date