

Adult Services Coordinator

Job Description

Classification and Title: Adult Services Coordinator

Supervisor: Library Director

Overview:

Under the general direction of the Director, the Adult Services Coordinator is responsible for the coordination, planning and evaluating of adult programs in the library and on an outreach basis. Participation in reader's advisory and collection development is encouraged. Some cooperation will be required with the Youth Services Librarian and the Bookmobile Librarian in areas where their expertise might overlap. The Adult Services Coordinator will be responsible for supervising the implementation of the adult programs and will assist in the curation of the Adult Collection. The Adult Services Coordinator interacts with the public and other staff with tolerance and patience. The Library expects all employees to observe and develop our core values of motivation, positive attitude and respect for others. They will strive to create an atmosphere of acceptance and access as well as exhibit a strong commitment to customer service, integrity, honesty, tolerance, flexibility, and confidentiality.

Responsibilities:

- Programming:
 - Plan and implement various program types every month
 - Evaluate and change programming to make sure a varied audience is reached
 - Create passive programming including displays, programming through social media, etc...
- Summer Reading
 - Plan and implement a comprehensive Summer Reading Program for ages 18 and up
 - Evaluate the program each year and make necessary changes
 - Plan and implement a variety of program types
 - Invite speakers and performers
 - Visit outreach locations to promote the Summer Reading Program
- Outreach Programming
 - Contact the high school, adult daycares, local businesses and long term care facilities to extend library services
 - Coordinate with the Bookmobile Librarian and the Youth Services Librarian on a regular basis
- Other Responsibilities
 - Circulation Desk Coverage
 - Reader's Advisory
 - Organize materials and displays

- Review the collection according to our Collection Development Procedures and implement the CREW method of weeding materials.
- Occasional collection development duties in the Youth or Bookmobile collection
- Shelf books
- Straighten, shift, shelf-read, dust shelves
- Other duties as assigned

Minimum/Essential Qualifications:

- Required- High School Diploma/GED
- Required- Ability to work posted schedule and fill in when needed
- Preferred- Library or Related Experience
- Preferred- Library/Information Science Coursework
- Must be able to pass a background check

Knowledge, Skills, and Abilities:

- Ability to read, write, and communicate effectively
- Ability to deal tactfully and effectively with the public and staff members
- Ability to communicate verbally effectively
- Ability to understand and follow oral and/or written instructions
- Ability to do repetitive tasks with speed and accuracy
- Ability to put materials in alphabetical and/or numerical order
- Ability to adhere to prescribed routines
- Ability to type
- Ability to work under minimal supervision
- Ability to use standard office equipment, including computers, telephones, and scanners/fax machines

Physical and Environmental Requirements:

- Must be able to do light to medium lifting pushing or pulling of library materials (20-50 lbs.) For 4-8 hour shifts
- Must be able to reach above the shoulder, bend, stoop, kneel and climb to replace library materials
- Must be able to empty book carts and boxes
- Must be able to stock copier
- Must be able to push book trucks or carts the length and breadth of the library
- Must be able to identify materials on shelving up to 90 inches
- Must be able to read primarily typed or printed text in a variety of type sizes
- Must be able to finger cards, forms, files, etc.
- Work environment must be climate controlled
- Work environment must have little or no exposure to dust
- Work environment must be smoke-free

The job description is not a contract between the Library and the Employee. The Cynthiana Harrison Co. Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and/or the Library may request the employee to perform duties that are not listed on the job description.

