

JOB DESCRIPTION

JOB TITLE:

COLLECTIONS AND PROGRAMMING COORDINATOR

JOB CLASSIFICATION:

Exempt

SALARY:

Determined by the Board of Trustees

REPORTS TO:

Director

GENERAL SUMMARY:

Responsible for purchasing oversight of all materials as well as ensuring that the library's Collection Development policy remains up to date and relevant. Oversees all programming efforts both in the library and through outreach ensuring appropriate quantity and quality of programs offered. Supervises Outreach and Group Services departments. Contributes to the supervising and evaluation of all employees engaged in material selection and programming duties. Provides administrative and professional assistance to the library director. Works with the director in the implementation of policies and goals established by the Library Board. Assists in the formulation of goals and objectives that support the Library's mission and meet community standards.

HOURS:

Full time (40 hours): Evening and weekend hours required. Required to work whatever schedule is most conducive to library needs.

JOB REQUIREMENTS:

Education/Experience

MLS from an ALA-accredited library school, five years professional experience and two years supervisory experience.

Knowledge/Skills

Knowledge of the principles and practices of professional library work. Broad knowledge of library materials, technologies and methods. Knowledge of organizational and budget development and administration. Knowledge of human resource laws and of employee training and development methods. Knowledge of current library technology and connectivity issues. Ability to define problems, collect data, establish facts and draw conclusions. Ability to interpret community interests and needs and develop appropriate library services. Ability to interpret and apply laws and regulations and develop appropriate policies and procedures for compliance and effective operations. Ability to communicate and work effectively and tactfully with employees, the public, and the director to create a positive workplace environment and to present a positive public image. Ability to work in a team environment. Good professional judgment.

Working Conditions

Work primarily inside the library. Required to attend meetings or training sessions outside the library.

SUPERVISES:

Outreach and Group Services staff

BRIEF JOB DESCRIPTION*BASIC SUMMARY:*

Westlake Porter Public Library's mission is to educate, empower, enlighten, and excite the public by serving as an active community center and premier knowledge provider. **This position helps accomplish that mission by providing supervision of the day-to-day operation of the library's public services; by coaching staff and modeling behaviors that exemplify this service; and by recommending policies and procedures that support responsive services and superior customer services.**

DETAILED JOB DUTIES: (Essential duties)***LIBRARY OPERATIONS***

1. Manages day-to-day public service operations of the library. [20%]
 - Serves as first administrative level to resolve referred problems from staff and patrons, referring unresolved issues to the Director.
 - Works with all assigned departments to ensure smoothly run, service oriented policies and procedures for staff and patrons and refers difficulties with recommendations for resolution to the Director.
 - Works with all staff that have selection and programming duties to initiate new services, and to improve existing services.
 - Recommends, coaches, and performs opening and closing procedures.
 - Acts as administrative liaison to various employee teams, as needed.

COLLECTION DEVELOPMENT

2. Coordinates and oversees collection development including selection policy, annual budget, selection assignments, weeding, statistics, and vendor meetings. [30%]
 - Statistics, including preparation of annual materials and selector's budgets.
 - Analyzes turnover rates.
 - Assigns selection areas and routes selection materials.
 - Responds to all "Requests for Reconsideration" by convening review teams. Compiles annual spreadsheet of these requests.
 - Schedules materials vendor visits.
 - Maintains, monitors, and updates Fiction Standing Order Plan
 - Maintains monthly adult circulation statistics for fiction and nonfiction books.
 - Participates in appropriate collection development list-serves and makes appropriate referrals.

PROGRAMMING

3. Coordinates and oversees all programming both in the library and through outreach, including topic selection, partner programs, annual budget, and program evaluation. [30%]
 - Assists with developing and selecting appropriate, timely, diverse programming topics
 - Compiles evaluation forms for programs filled out by program attendees
 - Works with Department Managers to complete programming section on annual appraisal of staff who do programming
 - Prepares an annual budget request for funding of programs by the Friends of Porter Public Library

ADMINISTRATIVE ASSISTANCE

4. Uses objective analytical, problem-solving, and consensus-building skills to contribute to decisions affecting overall library services. [10%]
 - Completes regular statistical and narrative reports, as assigned. Provides monthly, midyear and annual reports and statistics.
 - Assists public services departments with planning for library services that will meet community needs.
 - Assists public services department heads with budget needs requests and helps them implement expenditures in an efficient and accountable manner.
 - Serves as team leader, participant or liaison, with a library-wide perspective
 - Facilitates or participates in department, topical, or general staff meetings, as needed.
 - Participates in interviewing, hiring, and orientation of new employees, as needed.
 - Facilitates adequate and accurate communication regarding library projects and priorities.
 - Encourages and facilitates input, innovation, and enthusiasm from all staff.

COMMUNICATION AND NETWORKING

5. Works and serves as a positive part of a team-oriented work environment to initiate, maintain, and/or implement effective, efficient, innovative, customer-oriented service to the public and other library staff. [10%]
 - Serves as an enthusiastic and positive member of the Administrative Services Team by communicating effectively with coworkers and other departments; by assisting the Director and administration in all aspects of providing good customer service to the public and other departments; and by understanding, performing, and conveying the library's role, mission, and values.
 - Keeps informed of and conveys library activities and policies by participating in general staff meetings, attending and helping to plan regular department meetings, and by participating in workshops or training offerings when appropriate and as requested or required. Keeps informed of WPPL's current policies and procedures and helps to convey changes to staff in a timely and appropriate manner.
 - Serves as a liaison to community groups and organizations and actively attends meetings of at least one group in order to facilitate partnerships and cooperative efforts. Also, serves as liaison to the Friends of Porter Public Library
 - Performs miscellaneous related additional duties as needed by the library and assigned by the director.

WESTLAKE PORTER PUBLIC LIBRARY

PHYSICAL DEMANDS CHECKLIST

Date: 2/13/2013 Job Title: Collection and Programming Coordinator

PHYSICAL STRENGTH FACTORS:

Does this job require:

Lifting: ☒Yes ☐No If Yes, list maximum weight: _____ lbs.

Pushing: ☒Yes ☐No

Pulling: ☒Yes ☐No

Carrying: ☒Yes ☐No

Reaching: ☒Yes ☐No If Yes, What is maximum reach: _____ in.

Does job require reaching above shoulders? ☒Yes ☐No

Does job require reaching to floor level? ☒Yes ☐No

Gripping: ☒Yes ☐No

PHYSICAL MOBILITY FACTORS:

Throwing ☐Yes ☒No

Sitting ☐Yes ☒No

Standing ☒Yes ☐No

Walking ☒Yes ☐No

Climbing ☐Yes ☒No

Stooping/Bending ☒Yes ☐No

Crouching ☒Yes ☐No

Kneeling ☒Yes ☐No

Crawling ☐Yes ☒No

Twisting ☒Yes ☐No

Balancing ☒Yes ☐No

SENSORY/PERCEPTUAL FACTORS

HEARING:

Conversation ☒Yes ☐No

Sounds ☒Yes ☐No

VISION:

Far ☐Yes ☒No

Near ☒Yes ☐No

Color ☒Yes ☐No

Depth ☒Yes ☐No

PERCEPTION:

Spatial ☐Yes ☒No

Form ☒Yes ☐No

Feeling ☒Yes ☐No

WORK ENVIRONMENT

Inside Work ☒Yes ☐No

Outside Work ☐Yes ☒No

Hot/Cold ☐Yes ☒No

Fumes ☐Yes ☒No

HAZARDS

Machines ☐Yes ☒No

Electrical ☐Yes ☒No

Sharp Tools ☒Yes ☐No

Slippery Floor ☐Yes ☒No

Congestion ☒Yes ☐No

Heat/Cold ☐Yes ☒No

Dust/Vapor ☒Yes ☐No

Traveling ☒Yes ☐No

Working Alone ☒Yes ☐No

Working in a Group ☒Yes ☐No

Interact with Public ☒Yes ☐No

OPERATE:

Equipment ☒Yes ☐No

Telephone ☒Yes ☐No

Computer ☒Yes ☐No

ACCESSIBILITY FACTORS

Doors ☒Yes ☐No

Aisles ☒Yes ☐No

Tables ☒Yes ☐No

Telephone ☒Yes ☐No

Public Bathrooms ☒Yes ☐No

Drinking Fountains ☒Yes ☐No

Parking ☒Yes ☐No

