

NORTHEAST OHIO REGIONAL LIBRARY SYSTEM

POSITION DESCRIPTION

POSITION:	CONTINUING EDUCATION COORDINATOR
SALARY GRADE:	400 (\$41,600-62,532)
REPORTS TO:	Executive Director
STATUS:	Salaried - Exempt – Full-Time (37.5 hours/week)

The duties listed below are essential job functions for which reasonable accommodations will be made. All job requirements listed indicate the minimum level knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor subject to reasonable accommodations.

This position supports the NEO-RLS mission to enhance libraries!

PURPOSE

The incumbent is responsible for developing, coordinating, facilitating and offering the various types of continuing education activities that NEO-RLS provides.

ESSENTIAL FUNCTIONS AND DUTIES

- Plans, along with NEO staff, all continuing education activities for NEO-RLS.
- Creates and maintains the continuing education web pages.
- Markets the continuing education / technology program to members and non-library organizations.
- May attend NEO-RLS workshops and oversees the successful presentation of these workshops including introducing speakers and conducting evaluations.
- Contributes information for NEO-RLS newsletters, website, blog, social media and other formats to share continuing education activities and membership news.
- Actively participates in and attends regional, state and national meetings and organizations, in relation to continuing education opportunities.
- Provides assistance to libraries seeking appropriate speakers/trainers and often helps make arrangements for them and for the events.
- Must be willing to travel and may be required to work from home.
- Performs other related duties as assigned by the Executive Director. The incumbent is a member of appropriate professional organizations.

QUALIFICATIONS

1. A minimum three years of experience working with programming/event planning is required; experience in a library environment is preferred.
2. Master's degree from ALA accredited library school a plus.
3. Must qualify to be bonded.

KNOWLEDGE AND ABILITIES

- Excellent oral and written communication skills.
- Knowledge of basic library concepts and current library technology, services and trends.
- Skills in managing multiple priorities, conducting and planning workshops, working with groups, and conducting meetings.
- Must have good organizational skills and be able to meet deadlines.
- Judgment and discretion required due to access to confidential information.
- All NEO-RLS employees are expected to have and maintain good interpersonal and communication skills; maintain a tolerance and sensitivity to the needs of members, patrons, and staff; maintain a positive and pleasant attitude and be cooperative with members, staff and co-workers.

EQUIPMENT AND EFFORT REQUIRED

- Be available to work a flexible schedule that could involve nights and/or weekends where appropriate.
- Must have valid driver's license, appropriate automobile insurance and reliable means of transportation.
- Ability to lift and carry and push a cart of materials weighing up to 30 pounds. Manual dexterity to file items in cabinets from floor level up to 90 inches in height. Manual dexterity needed to operate a personal computer and keyboard, printers, telephone and other office equipment.

This position description shall be reviewed annually by the Executive Director and the employee.

Signatures:

President, NEO-RLS Board of Trustees:

Date: _____

Continuing Education Coordinator:

Date: _____

Approved by the NEO-RLS Board of Trustees on March 19, 2013