**Reddick Public Library District**

## JOB DESCRIPTION

### **TITLE:** Public Services Coordinator **SALARY REVIEW:** Annually

**CLASSIFICATION:** Part-time, Non-Exempt

**REPORTS TO:** Library Director

**Duties:**

* Interviews, trains, supervises, and evaluates all Circulation staff.
* Completes monthly schedules for all Circulation staff to ensure front-line coverage during library’s hours of operation.
* Instructs and assists patrons with use of electronic resources, including the online catalog.
* Provides reference assistance to patrons.
* Acts as liaison with library system to ensure library’s compliance with system circulation policies and best practices.
* Recommends policies and procedures related to own department.
* Serves as person in charge of the building at designated times.
* Attends meetings and workshops as required.
* Maintains open lines of communication with staff and fosters the same.
* Cooperates as a member of library management team.
* Cooperates as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

**Qualifications:**

* Bachelor’s degree and 2 years experience in public service with public library experience desirable.
* Supervisory experience preferred.
* Ability to learn integrated library system and operate office equipment.
* Knowledge of computer systems and online databases.
* Ability to interpret library policies as applied to public.
* Ability to relate to co-workers in a positive and responsive manner.
* Ability to exercisetact, leadership and judgment and direct, coordinate, plan and administer for quality library service to the community.
* Ability to remain calm under pressure.
* Ability to communicate effectively in English, both orally and in writing.
* Ability to work as schedule requires, including nights and weekends.

**Supervises:** Circulation staff and any staff assigned to the department