

# **CRAWFORD COUNTY LIBRARY**

## **Policy Manual**

### **Policy No. 307**

#### **Subject: Library Services Coordinator**

SCOPE: This document is intended to define the qualifications, duties and responsibilities of the position of “Library Services Coordinator” within the Crawford County Library System.

#### DESIRED QUALIFICATIONS:

- The Library Services Coordinator shall have a Bachelor’s Degree in a related subject area from an accredited College or University.
- Three (3) years of public library experience is required, and supervisory experience is preferred one (1) year of which must have been beyond that of entry level Librarian.
- Substantial knowledge of the principles and practices of library science including reference techniques and collection development.
- The Library Services Coordinator shall have the ability to communicate effectively and to positively inter-relate with the Library Board, staff, vendors and customers.

#### REPORTING:

- The Library Services Coordinator shall report to the Library Director.

#### DUTIES AND RESPONSIBILITIES:

- The Library Services Coordinator shall be responsible for monitoring in the day-to-day operation of the library branches and making recommendations to the director to be considered for implementation.
- The Library Services Coordinator shall assist in the development of the annual budget for the Crawford County Library.
- The Library Services Coordinator shall serve in the administration of defining the needs of the library customers; securing and developing the library programs and content to satisfy those needs.
- The Library Services Coordinator shall oversee the scheduling of library staff at the various branch locations assuring the best possible customer service within budgetary limitations.
- The Library Services Coordinator will be responsible for coordinating library programming with staff to make a concerted effort to see that community needs are met.

DUTIES AND RESPONSIBILITIES (Continued):

- The Library Services Coordinator shall be responsible for overseeing employee training and communication with regard to the library Policy and Procedure Manuals and making recommendations for appropriate changes and revisions to the Director.
- The Library Services Coordinator shall develop and maintain a liaison relationship with the Library Director and staff, keeping Director advised of issues and problems relating to the library; evaluating and recommending procedures, maintenance and upgrades.
- The Library Services Coordinator shall work directly with the Director in defining future direction and goals of library services and content and contribute in the strategic planning process.
- The Library Services Coordinator shall promote library services to the community and establish public relations with school, governmental, professional and civic organizations.
- The Library Services Coordinator shall preform other related duties as assigned, including but not limited to acting as the interim Library Director in his or her absence.
- The Library Services Coordinator shall work directly with the director to review and prepare annual reports for submission to appropriate entities. (State Aid, Erate, Inspections, Contracts etc.)

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

**TERMS OF EMPLOYMENT:**

Full-time salaried or part-time hourly position to be determined by the Crawford County Library Director; full-time salaried requiring approval of the Library Board at time of hire. Wages and any benefits will be set in accordance with adopted policy.

**SUMMARY:**

This document, in conjunction with the official Policy and Procedure Manuals and any other duties deemed appropriate by the Crawford County Library Director; Board of Trustees, shall define the position of Library Service Coordinator for the Crawford County Library System.

**ADOPTED:** May 10, 2012

**REVIEWED:**

**REVISED:**