

Adult Services Coordinator

Date Prepared: June 2020

Reports to: Adult Services Manager/Librarian (MLIS)

Basic Function: Advocates for all adults (18 years of age through senior years) by assisting the Adult Services Manager in all aspects of library services to Adults.

Subordinates: None

Level: 107

Status: Non-exempt

Nature and Scope: This individual assists the Adult Services Manager by enthusiastically and positively taking on tasks as assigned. In addition, the Adult Services Coordinator is trained to work at all qualifying public service points.

Principal Accountabilities: Develops and brings creative/innovative adult programming to Adult Services Manager for consideration; Facilitates approved adult programming using a variety of techniques including digital and non-digital based programming; Helps plan and decorate adult service areas; Serves the public with courtesy and efficiency

Essential Duties of the Position: (other duties appropriate to the classification may be assigned as necessary.)

- Assists with/facilitates Adult Services programming system-wide
- Helps plan displays and decorate adult areas
- Catalogs adult items with an understanding of Dewey Decimal
- Collaborates with Adult Services Coordinators and Adult Services Assistants
- Assists with all aspects of Adult Summer Reading Program
- Attends Adult Services Department meetings
- Assists Adult Service Manager/Librarian with weeding
- Maintains programming supplies with attention to neatness and needs
- Thinks outside of the “traditional library” bringing fresh ideas to the Adult Services Department and area
- Makes deliveries to homebound patrons and prepares requests
- Understands and completes Interlibrary Loan requests
- Assists patrons at all qualifying public service points

- Assists Adult Services Manager/Librarian with Onboarding process for new hires in adult area

Acceptable Skills, Knowledge, and Abilities:

- Knowledge of adult collection with a passion for reader's advisory
- Enjoys following adult trends and interests
- Excellent decision making skills
- Excellent oral and written communication skills; listening and interpersonal skills; organizational skills; public speaking skills
- Expertise in computer and information technology skills
- Familiarity with current technology and library trends
- Willingness to seek/receive professional development opportunities, provided by reputable institutions/organizations and/or library staff
- Ability to plan both short and long term
- Ability to work effectively with other staff
- Ability to work a flexible schedule, including evenings and weekends
- Ability to learn library routines, rules, procedures, and policies and apply them, always with a solution-driven and helpful attitude
- Ability to work with the public of all ages, always with courtesy and respect
- Ability to organize
- Ability to work independently and collaboratively
- Neat appearance appropriate for work in a public building
- Ability to lift 30 lbs.
- Four-year degree from an accredited college or university preferred; additional training or education related to adult services will be considered

