

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

Appendix 12 Adult Services Coordinator

JOB TITLE	ADULT SERVICES COORDINATOR
STATUS	PART TIME/HOURLY
SUPERVISION RECEIVED	Works under the supervision of the Assistant Director
SUPERVISION EXERCISED	Oversees activities of all Adult Services Employees
REVISION HISTORY	10/2023

Position Overview

The Adult Services Coordinator, under the supervision of the Assistant Director, will be responsible for specific aspects of the library's services patrons. The Adult Services Coordinator works in conjunction with the Assistant Director to produce the highest possible quality of library information and programming service to the community served by the Tucker Free Library. This person is responsible for the implementation and maintenance of the library's slate of services to the adult population, provides reference service, and performs selection activities.

Primary Duties:

1. Perform all tasks related to the circulation of materials
2. Plans, organizes, directs and manages all aspects of adult library services
3. Writes press releases and other promotional literature
4. Exercises supervision over staff as assigned
5. Catalogs, processes, and manages library materials
6. Promote and instruct on NHDB
7. Provide reader advisory services
8. Assist with selection of materials
9. Oversee Inter-Library Loan
10. Assist patrons in use of equipment including catalog, computers, printers, chair lift
11. Catalog and process materials
12. Shelve materials
13. Repair materials
14. Work primarily at circulation desk

Reader Advisory Services

1. Provides reference and reader advisory services
2. Assisting patrons with automated databases and other equipment as needed
3. Creates in-house displays and decorations highlighting programs and areas of the collection
4. Creates bibliographies and other pathfinding tools
5. Effectively uses and is able to teach others to use the library catalog
6. Secure material through interlibrary loan or purchase
7. Facility with a variety of standard computer applications and online searching tools.

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Collection Development

1. Develops and maintains assigned portions of the collections
2. Evaluates and recommends materials for purchase
3. Responsible for maintenance of the collection through inventory, shelf reading, weeding, and discarding materials

Other Duties as Assigned

1. Pursues and applies for grant money for library services
2. Prepares statistical and narrative reports for supervisor
3. When called upon to provide coverage in different areas, provides appropriate service courteously and to the best of his/her abilities; informs patrons when necessary that they may need to wait for a regular staff member

Physical Demands

Requires standing for long periods of time, lifting and carrying materials, reaching for materials on top and bottom shelves and constant use of stairs. Physical agility and stamina to lift up to 50 pounds in weight. Must be able to communicate well with patrons both in person and via telephone and electronic media. Must be capable of getting to all areas of the physical plant.

Preferred Qualifications

Minimum of a Bachelor's Degree in Library Studies or relevant fields. Master's Degree in Library Science and experience in a public library, or any equivalent combination of experience and/or training that provides the required knowledge, skills, and abilities upon approval of the Director.

Required Knowledge, Skills, Attributes & Abilities

1. Has thorough knowledge of public library programs and services
2. Demonstrates effective interpersonal relations with other professionals .
3. Communicates effectively orally and in writing
4. Demonstrates a knowledge and appreciation of literature
5. Ability to deal tactfully and courteously with the public; to establish and maintain effective working relationships with co-workers
6. Ability to present ideas and to provide instruction
7. Ability to maintain accurate files and records
8. Ability to maintain composure in stressful work situations.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

The Tucker Free Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.