

Union County Carnegie Library Salary Schedule and Job Descriptions

August 2017

Position: Community Services Coordinator - Library Specialist

FLSA : Non-Exempt Hourly (37.5 hrs/wk)

Status: Full-Time Regular

Starting Pay: \$12.00 - \$14.00 / hour

General Summary:

Library Specialist is an advanced level public service staff position. This employee works under the supervision of the Assistant Director, who provides limited direct supervision on a day-to-day basis. The Library Specialist has decision-making responsibilities for routine matters.

Primary Responsibilities:

- Serves as a representative of the library while at work and out in the community
- Able to perform all of the duties of Library Clerks and Assistants when needed to keep the Library running smoothly
 - Including but not limited to: helping patrons locate materials, placing and processing holds and ICLs checking in and out materials, handling financial transactions, and providing computer assistance to patrons
- Contributes to the current and future success of the library through planning and communication
- Schedules, plans, and conducts library and outreach activities, including programs for all ages, story times, group tours, and classes
 - Including but not limited to: Obtaining and preparing all necessary program materials, setting up and cleaning up program spaces
- Assesses programs by keeping a record of attendance and measure success of programs by conducting surveys or focus groups to gather suggestions for added or improved services that meet community needs
- Maintains a programming budget, keeping a record of all expenditures, including contracts and other receipts, and provides statistical reports to immediate supervisor
- Effectively communicates with patrons, learning their preferences and needs, in an effort to provide better service
- Trains other staff in skills necessary to perform the duties of a specific area
- Helps maintain public and staff areas of the Library
- Communicates with immediate supervisor frequently, including suggestions and concerns
- Attends workshops and conferences relating to programming and outreach-both traditional and technology-based
- Drives library vehicle as necessary for outreach events and programs
- Other duties as needed or assigned by supervisor or Library Director
- Substitutes for absent library employees as required
- Serves as a point of contact and source of knowledge for Library Clerks and Library Assistants

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Important Qualities:

- Outgoing, welcoming, and enthusiastic
- Easily comprehends written information especially instructions pertinent to duties; Follows instructions and all directions with care and commitment
- Able to work effectively and enjoys interacting with people, including both the general public and other staff members of all ages and backgrounds
- Exhibits flexibility and a willingness to work in a dynamic, busy, and changing environment
- Strong attention to detail
- Ability to lift and sufficient flexibility to shelve books and materials repeatedly on all shelves
- Maintains an excellent public service attitude and is courteous
- Creates a positive image of the library at all times
- Ability to use technology easily and effectively
- Associate's Degree required
- Must possess and maintain a valid driver's license
- One year customer service work experience desirable
- Two years' experience providing programs for children, teens, families, and/or adults preferred

Applications are available at <http://www.unionlibrary.org/pages/employment.asp>. Interested applicants must submit a resume, cover letter, and a Union County Carnegie Library Employment Application to jobs@unionlibrary.org. Position is open until filled.

UCCL is an equal opportunity employer.