

# PIEDMONT REGIONAL LIBRARY SYSTEM

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

## **JOB TITLE: Library Support Coordinator**

**SCHEDULE:** May be assigned any hours, including evenings and weekends

**JOB SUMMARY:** The Library Support Coordinator has a broad range of responsibilities including providing clerical support for library management and providing front-line support services for library patrons of all ages.

## **REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Retrieves and distributes daily mail and prepares mailings as needed
- Monitors newspapers and maintains clippings of library related news and posts
- Compiles and reports monthly statistics under the guidance of the Library Manager
- Budgets, orders, and maintains supplies and submits invoices to Regional Office
- Coordinates with Regional IT staff for support of computers and networks
- Contributes to preparation and distribution of monthly library event calendar and other awareness materials such as press releases
- Collaborates with management in collection development duties, such as selecting materials for the adult collection and weeding damaged or outdated adult materials from the collection
- Coordinates maintenance of library physical building and grounds with Library Manager

Assists patrons in the public area of the library by:

- Registering patrons electronically and maintaining correct record in the patron database
- Suggesting and finding resources in the print collection
- Electronically checking out books and other materials to library patrons
- Instructing in the use of library electronic resources such as the PINES catalog and GALILEO
- Instructing in the use of public computers
- Instructing in the use of the photocopier, printer, and other equipment

Maintains a welcoming, organized, and vibrant environment for patrons by:

- Assisting with opening and closing procedures as assigned
- Checking shelves regularly to maintain order
- Keeping public areas neat and orderly
- Preparing displays

Contributes to the workflow of physical materials by:

- Electronically checking in books and other materials returned by patrons
- Receiving and processing books and other materials for patron requests
- Sorting and shelving books and other library materials

Develops professional skills by:

- Keeping up with current developments in the field
- Participating in in-house staff development opportunities
- Independently seeking opportunities to enhance job knowledge

May also:

- Seek out grants for programs, materials and services
- Design, plan, implement, and promote library programming and events for all ages
- Assist with meeting room reservations
- Process passport applications

## **QUALIFICATIONS:**

- Capable of reasonable self-direction
- Skill in meeting and working effectively with the public
- Computer and Internet skills
- Oral and written communication skills
- Able to push loaded book trucks up to 100 pounds and carry stacks of books up to 35 pounds
- Able to stand and be on feet for several hours at a time
- Able to meet the schedule of the job including some evenings and weekends
- Knowledge of or ability to learn PINES automated library system
- Knowledge of or ability to learn the Dewey Decimal Classification System
- High school diploma or equivalent required. Relevant experience in library and/or retail field preferred